

DURLING MIDDLE SCHOOL



2019-2020

Principal

Mrs. Laura Manning

Assistant Principal

Mrs. Penny Reinhart

100 N. Ridge Rd. West
Lorain, Ohio 44052

Telephone: (440) 233-6869
Fax Number: (440) 233-6204

WORLD WIDE WEB ADDRESS

www.clearview.k12.oh.us

TABLE OF CONTENTS

GENERAL INFORMATION

Introduction	4
Community Alternative Funding	5
High 5	6
Durling Middle School Phone Numbers	7
Student Fees	7
Clearview Local School Dates	8
Bell Schedule	9

STUDENT SERVICES

Counseling	10
Extra-Curricular Activities	10
Breakfast and Lunch Programs	10
Computer Use Agreement	10
Library	11
Computer Use Agreement	11

ORGANIZATIONAL INFORMATION

Lockers	12
Textbooks	12
Halls/Passes	12
Activity Events Closing Procedure	12
Fire/Tornado Drills/Lockdowns	12
Emergency Closing of School	13
Student Guests/Adult Guests and Visitor	13
Debts	13
Student Permanent Records	13

STUDENT RESPONSIBILITIES

Messages	14
Smoking	14
Lost and Found	14
Dress and Grooming	14

ATTENDANCE

State Information, Excused/Unexcused	15
Daily Absence	16
Intervention Plan	17
Tardiness to School	17

Early Dismissal	17
Athletics	17
Illness during School	18
Prearranged Absence	18
Extended Absence	18
After School Activities	18
Withdrawals	19

CURRICULUM

Grading	19
Academic Honors	19
Progress Reports	20
Academic Dishonesty	20
Field Trips	20
Athletic Eligibility	20
National Junior Honor Society	21

STUDENT DISCIPLINE

Discipline Types	22
Reasons for Discipline, Suspension, Expulsion	24
Physical Contact	25
Cell Phones and Electronics	25
Staff Authority	26
Fight/Assault	26
Guidelines for Bus Students	26
Hazing and Bullying Policy	27
Student Sports Fan Conduct	29
Extracurricular Code of Conduct	29

FORMS

Athletic Contract	30
Athletic Contract Signature Page (TO BE RETURNED)	33
Technology User Agreement	34
Technology User Agreement Signature Page (TO BE RETURNED)	37
Decline Student Photographs/Video Access Optional Signature Page	39
Handbook and Bullying Agreement Signature Page (TO BE RETURNED)	40



Durling Middle School

100 North Ridge Road West • Lorain, OH 44053 • Phone: (440) 233-6869 •
Fax: (440) 233-6204

Laura Manning
Principal

Penny Reinhart
Assistant Principal

Dear Durling Middle School Parents and Students:

We would like to welcome back all of our returning students and their families. Moreover, we would like to send out a special welcome to our new students and their families. This handbook was prepared in an effort to provide information regarding policies and procedures for the school, as well as the district. Please take the time to discuss this information the content of this handbook with your child. The handbook is available online at www.clearview.k12.oh.us/information.aspx by clicking on "Student Handbook."

The Mission of Durling Middle School is "to provide all students with appropriate opportunities to maximize their academic potential, while acquiring those physical, social, and emotional skills necessary for responsible participation in a rapidly changing society."

This year our vision also includes that all students can and must learn at high levels of achievement. Through a challenging curriculum, and meaningful instruction delivered by highly qualified teachers, our students will strive for academic excellence. In order to achieve this goal, all members of our community family must work together to help our students achieve academic success.

Together we will grow our students in a safe, respectful and responsible learning environment. We look forward to meeting not only the students of Durling, but also the parents. Please do not hesitate to contact me with any questions or concerns that may arise throughout the school year. We look forward to working with you and your student.

We are all part of your child(ren)'s team. It is our goal to provide a safe and positive learning environment. Please let us know if we can assist you in any way.

We look forward to a successful school year.

Community Alternative Funding

Clearview Local School District participates in the Community Alternative Funding System (CAFS). CAFS is a federally funded reimbursement program. We use a third party billing agency to submit CAFS claims. The agency, WESwurd, LLC, is owned and operated by Susan Bollin and is located at P.O. Box 105, Holland, Ohio 43528. WESwurd is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPAA) established in 1996.

The following is a list of personally identifiable information shared with WESwurd: Student's name, date of birth, social security number, district of residence, school of attendance, and professional services documentation. Professional services include screenings and assessments to determine eligibility for and the provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, work study, case management, and psychological evaluations.

It is your right to deny access to personally identifiable information or to revoke the use of it for purposes of CAFS billing. Services will be provided regardless of disclosure of personally identifiable information. Copies of WESwurd's privacy policy are available upon request. All requests should be made in writing and mailed to:

**Susan Bollin, CAFS Coordinator
P.O. Box 105
Holland, OH 43528**

DURLING MIDDLE SCHOOL

HIGH 5:

RESPECT

RESPONSIBILITY

ROLE MODEL

RELIABLE

RECEPTIVE

Durling Middle School TELEPHONE NUMBERS

Mr. Jerome Davis, Superintendent	233-5412 (1005)
Mrs. Laura Manning, Principal	233-6869 (3005)
Mrs. Penny Reinhart, Assistant Principal	233-6869 (3004)
Mr. Barry Buck, Guidance Counselor	233-6869 (3006)
Mrs. Debbie Plechaty, Secretary	233-6869 (3001)
Mrs. Kristine Starr, Attendance Secretary	233-6869 (3002)

Durling Middle School Fees

Middle School Fees

Each grade level has a separate fee schedule which will be sent home during the first week of school. Book fee waiver forms will be sent home with the free and reduced lunch forms.

Fund raising events may take place throughout the school year. Any monies not turned in as a result of these activities will be added to the students' debt. This also includes library fines or damaged book fines.

****All fees and fines must be paid before a child may participate in any extracurricular activity.**

** Fees are subject to change

CLEARVIEW LOCAL SCHOOLS

IMPORTANT DATES 2019-2020 School Year

August 19	5 th grade Orientation (3:00-4:00 pm)
August 19 & 20	Teacher's In-service Days
August 21	First Day of School
August 22	Open House (3:30 - 5:00 pm)
September 2	Labor Day – NO SCHOOL
September 27	Parent/Teacher Conferences (All Day)
October 11	NEOEA Day – NO SCHOOL
October 25	Teacher In Service Day – NO SCHOOL
October 23	End of 1st Quarter
October 24	2nd Quarter Begins
November 27 – 29	Thanksgiving Break
December 23 - January 3	Winter Break
January 6	School Resumes
January 10	2nd Quarter Ends
January 13	Teacher In-Service Day – NO SCHOOL
January 14	2nd Semester - 3rd Quarter Begins
January 20	Martin Luther King Day – NO SCHOOL
February 17	Presidents' Day – NO SCHOOL
February 14	Parent/Teacher Conferences (All Day)
March 16	Teacher In-Service Day – NO SCHOOL
March 19	3rd Quarter Ends
March 20	4th Quarter Begins
April 10 – April 17	Spring Break
May 8	Teacher Professional Development – NO SCHOOL
May 25	Memorial Day – NO SCHOOL
June 2	Last Day of School
June 3	Teacher Records Day

Building Schedule 2019-2020

7:40	Building Opens 7 th & 8 th grade
7:50	Building Opens 5 th & 6 th grade
7:58	Warning Bell
8:00-9:00	Homeroom/Breakfast/ 1 st Period
9:03-9:50	2 nd Period
9:53- 10:40	3 rd Period
10:43- 11:06	4 th Period
11:06- 11:30	
11:33-11:57	5 th Period
11:57-12:20	
12:23-12:47	6 th Period
12:47-1:10	
1:13-2:00	7 th Period
2:03-2:50	8 th Period

- Bell Schedule subject to change
- Bell Schedule may change for testing days, assemblies, etc.

STUDENT SERVICES

COUNSELING

The Guidance Department is located near the main office. The counselor will be available to assist with problems involving:

adding and dropping classes	school organizations
school policies	family incidents
grades	vocational planning
scheduling	educational planning
summer school	personal matters

Students interested in speaking with the counselor should obtain a pass to visit the Guidance Office during recess, lunch, resource, or before/after school to schedule an appointment.

Durling Middle School also has the opportunity to have counselors from Ohio Guidestone and Applewood meet with student here at the school. Please contact the guidance office for more information on this service and to request a referral form.

EXTRACURRICULAR OFFERINGS

Students are encouraged to involve themselves in the activity programs offered at Durling. These vary from year to year, but ordinarily include:

Boys/Girls Basketball	Student Council	Football
Wrestling	Volleyball	Cheerleading
Band	Choir	Cross Country
Yearbook	Track	
National Jr. Honor Society		

Not School Sponsored:

Club Softball
Youth Football

BREAKFAST AND LUNCH PROGRAMS

Clearview participates in the National Breakfast and Lunch Program which provides free and reduced fee meals to **ALL** students. All students are scheduled for lunch and must report **ON TIME** and remain in the cafeteria during their lunch period. They must stay in their seats and maintain reasonable noise levels. All food, whether prepared at home or by the cafeteria, is to be eaten in the cafeteria. Drinks and food are NOT to be taken out of the cafeteria. Milk is available. Each student is responsible for disposing of his own refuse, returning appropriate materials to the cafeteria staff, and cleaning up after his/her own spills.

LIBRARY

The library/media center is available for all students to use. Students may use the facilities with written permission from a teacher, or accompany a class. While in the library/media center students may borrow materials such as books or magazines, study, or work on research projects. Computers are available for students to use to do research or compile projects and reports. Internet access is also available for researching school projects. Computer and Internet use require that students have a Technology Acceptable Use Policy, signed by the student and parent/guardian, on file at the school. Fines and restrictions may be assigned to those students who fail to comply with necessary library policies.

COMPUTER USE AGREEMENT

Technology is available in many forms to assist students in the learning process. Use of the computer and on-line technology is governed by a Computer Use Agreement signed by student and parent. Disregard of the regulations included in the signed agreement will be considered abuse of technology. **Abuse or misuse of any of the technology or equipment will result in disciplinary action, including loss of privilege, suspension and/or expulsion.**

ORGANIZATIONAL INFORMATION

LOCKERS

School lockers are the property of the Board of Education and are loaned to the student free of charge. Students will be fined for defacement or abnormal locker depreciation. School officials have the right to inspect lockers without prior notification or consent of the student. Each student is assigned one locker. Lockers are **NOT TO BE SHARED** or traded without permission from the office.

TEXTBOOKS

All textbooks are the property of the Board of Education and are loaned to the student free of charge. Each student is responsible for the book originally assigned to him/her. Proper care is expected and **textbook covers are mandatory**. Students will be charged for lost books and fined for abnormal depreciation.

HALLS/PASSES

Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is NEVER permitted. 5th and 6th grade students will use their school agenda, and 7th and 8th grade students will be issued a pass or will use their agenda. It is to be carried by any student who is not in a classroom while classes are in session. The agenda must be visible and made available to staff members upon request.

ACTIVITY/ EVENT CLOSING PROCEDURE

All students are to make arrangements to leave the building and/or school grounds within 1/2 hour following the conclusion of any school event. *School personnel are not responsible for watching students once they leave the event and/or 1/2 hour after the event.* If students are unable to leave school grounds within this time frame, the building administrator is to be notified by the student. The doors will be opened approximately 1/2 hour before the event is scheduled to begin.

FIRE, TORNADO, AND LOCK-DOWN DRILLS

Classroom teachers will prepare the students for these drills early in the school year. When the fire alarm sounds, students should proceed quickly & quietly to their assigned exits. Once through the exit, they should continue walking to the designated area south of the Durling Parking area.

Upon notification of a tornado drill, students should proceed quickly & quietly to their assigned area. Once there, they should follow all teacher instructions. For all drills, an all-clear will be given to signal students back to their classrooms. During a lock-down, students should remain quietly in their assigned area in a corner of the room. No one should go near the classroom door.

EMERGENCY CLOSING OF SCHOOL

When weather conditions are such that school will not be held, announcements will be made over radio stations WEOL, (930 AM), and WZLE (104.9 FM), or tune in to WJW TV. FOX 8 for announcements. If you do not hear a closing announcement on any of these media, school will be in session. Please avoid telephoning the school, administration, or teachers if doubt exists. The radio stations will be the first to receive notification of school closings when the decision is made. *Also, check the school's website www.clearviewschools.org.*

STUDENT GUESTS

Requests to bring guests to school must be presented to the principal at least **3 days in advance**. Students from neighboring schools are not permitted as guests unless the visit has been previously arranged through some form of student exchange program.

ADULT GUESTS/ VISITORS

Durling Middle School has an open door policy; however, to easily accommodate parents, we ask that you call to make an appointment when meeting with teachers.

DEBTS

Throughout the school year, it is quite possible for any student to accidentally destroy or lose an item

belonging to the school. Arrangements should be made to clear all student debts by the end of each grading period.

Please contact the school office if problems with payment arise. Students with outstanding debts who make

no effort to establish payment may be subject to the following:

1. The student will not be permitted to participate in any extracurricular activities until payment is made.
2. The student may not receive a report card until payment is made.

STUDENT PERMANENT RECORDS

Student permanent records are available for inspection to any student 18 years of age or older and to any parent(s) of a student less than 18 years of age. The school requires prior notice of your intent to see records, please call to schedule an appointment. A staff member will be present during the inspection to assist and answer questions.

STUDENT RESPONSIBILITIES

MESSAGES

Personal calls for students cannot be accepted through school phones. These lines must be kept open for school business. Messages are a disruption of class time and therefore students will not be called to the phone, except in the case of a family emergency. **Please try to make discussions of bus plans, alternate car rides, etc. before your child leaves for school.**

Please do not encourage your child to call you in the hallways, bathrooms or classrooms. Students are not permitted to use cell phones during the school day. If an emergency phone call needs to be made home, the student must ask for permission to go to the office.

SMOKING

Smoking in school by students, staff and community members is prohibited. Smoking and/or possession of tobacco or non-tobacco products or related paraphernalia are grounds for suspension from school. This includes electronic cigarettes, and any vaping products of any kind.

LOST AND FOUND

A lost and found department is maintained in the middle school cafeteria. All items of value are to be brought to the office and may be picked up by the owner once proper identification has been made. All lost objects should be reported to the middle school office. Clearview Schools are not responsible for Lost or Stolen articles. Please do not leave your valuables unattended at any time.

DRESS AND GROOMING

The dress code applies to all school functions

When the appearance of an individual reaches the point where it becomes distracting to the process of learning something must be done to modify the individual's appearance. Discipline for dress code violations could include any of the following consequences: warning, detention, Tuesday School, or progressive discipline if the infractions continue/flagrant/repeated. Students should keep in mind the following guidelines:

1. Each student should keep themselves and their clothes as clean and appropriately fitted as possible at all times.
2. Sagging pants are prohibited and no undergarments/shorts should be visible when worn under pants.

3. All **pants, skirts, dresses and shorts** are to be worn at waist level and must be at **least fingertip length**.
4. **NO yoga pants, tights or pajama bottoms** of any kind will be permitted to be worn during the school day.
5. **Heavy winter jackets and gloves should not be worn to class.**
6. ***Pants with rips or holes are not allowed even if something is worn underneath.***
7. Clothing that exposes the midriff, **undergarments** and/or cleavage is not allowed. For example: No off the shoulder tops, no tank tops, no backless tops, no belly shirts or side less shirts.
8. Sunglasses may not be worn in the school building unless prescribed by a doctor.
9. **No backpacks, no purses, no bags that can be used to carry books** are permitted to be used during the school day. Pencil pouches may be used if they are carried in the student's arms, not worn at the waist or around the torso, arms or neck.
10. Hats, caps, head covers, bandanas and excessive head ornamentation are not allowed, and are to be kept in their locker during the day. Religious attire may be worn with parent conference.
11. **Leggings, tights, or spandex may ONLY be worn underneath an appropriate length (knee length) skirt or dress; however, they are NOT to be worn with just a shirt or sweater.**
12. Footwear – No flip flips, slides, or soft soled slippers/boots etc. of any kind will be permitted to be worn during the school day.
13. Gangs-Students shall not wear gang identification such as attire, colors or clothing.
14. Clothing with profane or obscene pictures and/or lettering or which refer to alcohol, tobacco, drugs, firearms, or related materials is prohibited.

****Clean athletic pants and sweatpants without holes or rips ARE permitted to be worn. Students must adhere to this policy or we will not allow this attire to be worn.**

Any other clothing item which interferes with the learning environment of the school as deemed by school administrators will not be permitted at school. Students will be asked to change or cover the inappropriate area. Repeated violations of the Dress Code may result in student

ATTENDANCE

Absences are accumulated in hours and minutes. This includes partial days, full days, tardies, and early dismissals. Unexcused absences are calculated as follows:

1. Accumulated 30 consecutive hours, or

2. Accumulated 42 hours in a school month, or
3. Accumulate 72 hours in a school year

The State of Ohio requires that a child between the ages of 6 and 18 attend school. It is the responsibility of the parents and the student to comply with this law. The school administration is the determining agent for excused absences.

Excused Absence: Evidence is provided verifying for school personnel that the absence fell into one of the 7 categories of legal absences. Students in this category, within a reasonable length of time, as determined by the teacher, may make up all missed work. Parents may write 7 notes (and/or phone calls) per year to verify an absence as excused (as per the list below). Any absences *beyond these (7)* must be verified by a doctor's note, hospital, funeral or court documentation to be excused and could result in an attendance referral.

Unexcused Absence: The absence does not fall within the 7 categories defined as excused, and/or has used the designated amount of parent excuse notes.

A student may request that a student be excused for:

1. Personal illness	5. Religious holiday
2. Medical, dental or legal appointment	6. Emergency/Circumstances beyond control
3. Pre-arranged Absence	7. Administrative Discretion
4. Funeral	

DAILY ABSENCE

A parent or guardian must call the School office at 233-6869 to inform the school of a student's absence prior to 8:00 a.m. of the missed day. Our automated phone system will generate a phone call to the parent/guardian of any student who was tardy or absent. In order for the absence to be excused, a parent/guardian may either call the school or submit a note within 2 days of the absence once a student returns to school. ***The call and/or the note must state the date/dates absent and the reason (see above) for the absence.*** Phone calls and/or notes both count towards the 7 parent excuses for the year.

The note must be presented to the office on the day of the student's return to school. If the student does not bring a note, the absence is considered unexcused, and may be subject to attendance intervention strategies. Students who do not have a written note from home or students whose absence does not fall into one of the 7 categories of legal absences will receive an unexcused absence. An Intervention Plan may be developed depending upon which of the following categories the absence is classified.

Habitual Truant: Unexcused absences of more than 30 consecutive hours, and/or more than

42 hours in one school month, and/or more 72 hours in one school year, and the student will be referred to the Lorain County Court's Alternative to Adjudication Attendance Program.

The school will notify families in writing once the student's truancy reaches 38 or more hours in a month or 65 or more hours total in a school year. All absences, **excused or unexcused**, are counted in this total. Additional written notifications of unexcused absences will be sent per the Ohio Truancy Laws.

ATTENDANCE INTERVENTION PLAN

Once a student reaches threshold for habitual truant, school will assign student to the absence intervention team within 7 school days. The intervention team will consist of at minimum, a representative from the student's school district, a representative from the student's district who knows the child, the child's parent (or parent's designee) or the student's guardian, custodian, guardian ad litem, or temporary custodian, and the Lorain County Attendance Officer. The team may also include the school psychologist, counselor, social worker, or a representative of a public or nonprofit agency designed to assist students and families in reducing absences.

The intervention plan will be developed by the team within 14 days. The plan will address student's specific needs based on an attendance screening tool. The plan may include but not limited to referral for counseling services before, after, and weekend school sessions, parent involvement programs, notification to the Department of Motor Vehicles, truancy prevention programs, referral to Children's Service for Educational Neglect, or referral to the court system for adjudication. Required meetings will be held by the team to document student's progress on the plan.

If a student refuses to participate or fails to make satisfactory progress on the plan as determined by the absence intervention team, the Lorain County Attendance Officer will file a sworn Complaint in the Juvenile Court not later than the 61st day of the intervention plan.

TARDINESS TO SCHOOL & EARLY DISMISSAL

Students are expected to enter the building immediately upon arrival. All students are expected to be in school and to their 1st period class on time. Students who report to school after 8:00am (first period) will be considered **TARDY** and need to report to the office where they will sign in, and be given a pass to class.

Any student signing out of school after the start of the school day is considered early dismissal. All minutes from tardies and early dismissal will be included in the attendance totals. The tardies and early dismissals will be considered unexcused unless accompanied by a note. Notes for tardies and/or early dismissals count towards the 7 total notes for the year.

Tardiness to school and/or early dismissal will result in the development of attendance intervention plan.

PARTICIPATING IN ATHLETICS

Students absent, report to school after 10:30am, or sign out for early dismissal will be ineligible to participate in athletic or co-curricular activities on that day.

SCHOOL ACTIVITIES/EXTRA-CURRICULAR

Students who are absent for any reason, report to school after 10:30am, or sign out for early dismissal, will not attend or participate in that event or activity (i.e. school dances, drama club practice, student council, etc.).

ILLNESS DURING SCHOOL

Students may not use a cellphone to call home prior to visiting the nurse for illness or injury

Students who become ill and/or are injured during the school day must obtain a clinic pass from their teacher prior to reporting to the clinic. Students that call a parent regarding an illness or injury without office permission, may be subject to disciplinary consequences. If there is a necessity to leave school, **the nurse will contact the parent**. Parents are to pick up students in the school office. No student will be sent home without parent notification. School personnel may not administer any medication of any kind unless requested to do so in writing by the attending physician and parent. Any medications brought to school must be left in the nurse's office. Students who are found to have any medications in their locker or on their person are subject to disciplinary action. ***NO STUDENT will be released to any person that is not listed on the Student Emergency Form.***

PREARRANGED ABSENCE

Arrangements must be made with the school at least one week prior to the absence. When a student must be absent from school because of a family trip, religious activity, or some other requirement, a note must accompany the request. The principal will determine whether the absence is excused or unexcused.

ABSENCES and MAKE-UP WORK

Students that are going to be out **more than 2 days** may request homework. Please call the attendance line **440-233-6869 (option 1)** to request homework. Teachers will be given a form to

fill out, and work may be picked up in the main office after 2:00pm. Requests for work may take up to 24 hours to have work prepared for pick up.

EXTENDED ABSENCE

If a student will be absent from school for an extended period *of* time because *of* illness or injury the school should be notified so that an arrangement can be made for some form of home instruction, if allowable.

WITHDRAWALS

Students may not voluntarily withdraw from school until the age of 18 years. All school books and materials must be returned and all debts must be paid before the withdrawal is made official.

CURRICULUM

GRADING

Classroom grades are computed on the following percentage scale:

- A =100-90
- B =- 89-80
- C = 79-70
- D = 69-60
- F= 59 or below

Yearly grades are computed as an average of four nine-week marking periods. Grade reports are issued to students each nine weeks. All incomplete grades automatically become "F" grades 10 days after the end of the grading period unless special arrangements are made with the teacher. Final grades for all subjects are computed as follows:

- A=4.0-3.51
- B=3.5-2.51
- C=2.5-1.51
- D=1.5-0.67

The official grade point average is calculated on the final mark obtained in each course.

ACADEMIC HONORS

At the conclusion of each marking period, an academic honors list will be prepared to recognize outstanding scholarship.

Excellence Roll: All A's will consist of High Honors

Honor Roll: All A's and B's

Merit Roll: All A's, B's and one C

PROGRESS REPORT

During the mid-point of each marking period, progress reports will be available for all students who are failing to meet the objectives of their course work. Parent Teacher Conferences are scheduled following the distribution of Interim Progress Reports. Some courses last for 7-weeks. Progress reports will be sent home with those students who are in danger of failing or not meeting the objectives of that class. These progress reports will be sent home midway between the 7-week courses. Students' grades are available on Power School throughout the year.

<https://ps-cv.metasolutions.net/public/>

See the website for directions on how to create a parent account. Click on the "parent" tab and then the link "Power School link for parents." We highly encourage parents to actively monitor their child/children's academic progress throughout the year.

ACADEMIC DISHONESTY

The student handbook defines plagiarism as the use of another person's original ideas or writing as one's own without giving the other person credit. Examples of plagiarism include discussing and/or copying answers to homework assignments with other persons, copying or paraphrasing information found on the internet or in another reference source without citing the information as coming from a secondary source, and copying or paraphrasing research papers. Students guilty of plagiarism are subject to a zero and disciplinary action.

FIELD TRIPS

There are two types of field trips: Academic and Nonacademic. Academic field trips are extensions of classroom activities that are directly related to coursework being studied. Nonacademic field trips are often supplementary and NOT directly related to course content (e.g. a special activity for good behavior). Students must complete a Field Trip Permission Form to attend any activity off school grounds. ***No student may participate in a nonacademic field trip that has a failing grade in any class without that teacher's permission.***

ATHLETIC ELIGIBILITY

To be eligible, a student athlete must have received passing grades in a minimum of five of all subjects in which they are enrolled the immediately preceding grading period. This requirement must be met at the end of each grading period (9 weeks) for the student to remain eligible for the

following grading period. Grades and/or poor attendance will affect athletic participation.

NATIONAL JUNIOR HONOR SOCIETY

To be considered for induction into the National Honor Society, in addition to fine scholastic achievements, a student must have demonstrated the qualities of leadership, service and character which all members of National Honor Society are proud to display. The definition of each quality is listed below:

Scholarship - The candidate shall have an accumulated grade point average of 3.5

Service - The candidate is one who:

- renders any service to the school and community when called upon.
- upholds scholarship and maintains a loyal school attitude
- volunteers assistance that is dependable and well organized
- does committee and staff work responsibly and dependably
- assists visitors, teachers, and students
- represents the class or school in activities and competition
- cooperates with others
- takes on difficult or inconspicuous responsibilities
- participates in activities outside of the school

Leadership - The candidate is one who:

- enthusiastically promotes the school and its activities
- works to improve the school
- inspires positive behavior in others exemplifies positive attitude and effort
- demonstrates academic initiative
- successfully holds school offices or positions of responsibility
- is reliable and dependable
- demonstrates leadership not only in the classroom but also in other school and community activities
- exercises influence on peers to uphold high standards
- cooperates with others
- proposes solutions to problems, offers helpful suggestions

Character - The candidate is one who:

- complies with school regulations
- demonstrates the highest standards of honesty and reliability
- shows courtesy, concern and respect for others
- follows instructions and rules with punctuality
- fulfills all obligations in and out of the classroom
- accepts constructive criticism and listens carefully to recommendations

A student may be considered for membership in the National Honor Society, by completing the required activities form, following the directions carefully and observing the deadline date. **FAILURE TO PROPERLY COMPLETE THE FORM OR TO SUBMIT IT BY THE REQUESTED DATE AND TIME WILL MAKE YOU INELIGIBLE FOR MEMBERSHIP CONSIDERATION.**

All NJHS candidates will be reviewed by the faculty members to evaluate their leadership and character. Each teacher will vote for or against selection for membership only for those students that they know well enough to make a full and fair assessment of the candidate. A National Honor Society Selection Review Committee including the principal or assistant principal, the adviser of NJHS, and representatives from various department/subject areas will then review the eligible students for final selection. According to the Constitution of the National Honor Society, there is no review and no appeal of the selection process by parents, peers, faculty, or community members.

STUDENT DISCIPLINE

One of the most important goals of the educational program at Durling is to assist each student in developing a feeling of responsibility toward his/her school and, in turn, encourage behavior centered on self-discipline. When this self-discipline breaks down, it is the school's duty to emphasize to the student that, as is true of the adult world, each individual is held responsible for his/her own actions. The school has the authority to use one or any combination of the following disciplinary measures to improve student behavior:

Discipline Types

1. Conferences involving any or all personnel affected
2. Referral to counselor, psychologist, or community service agency
3. Activity constructed to develop a positive awareness or responsibility in the student.
4. **Behavioral Probation/Progressive Discipline:** During this probation period, the student is assigned specific guidelines involving attendance, behavior, extracurricular participation and use of school privileges that must be adhered to. Failure to comply may result in suspension
5. **Detentions:** The student is given one day's notice to begin serving detentions. These must be served consecutively unless permission is granted by the individual assigning the detentions.
6. **Emergency Removal:**

- a. **Activity:** Students may not participate in the class activity named for a prescribed period of time. Credit for any classes missed will be decided by the administrator.
 - b. **Class:** Students are to report to an assigned area in place of a particular class.
- 7. **Class Removal:** Students are to remain in an assigned area throughout the period/school day, and are expected to cooperate totally with all academic and behavior requirements.
- 8. **Out-of-School Suspension:** Students are to remain in their homes during school hours and are not permitted to be on school property or attend school activities during the suspension. Parents must sign the student back into school following the suspension. Students may receive at teacher discretion, credit or be excused from any assignment.
- 9. **Bus Removal:** Students must provide their own transportation to and from school and are expected to meet all attendance requirements.
- 10. **Court Referral:** Charges of unruly can be filled by the school for behavior issues.
- 11. **Assignment of community service:** In cooperation with the students' parent/guardian and either school personnel or another community agency, the student will be assigned a specific number of hours of community service to complete by a specific deadline. Failure to meet the assigned deadline may result in additional disciplinary action.
- 12. **Assignment to Lorain County Academy:** Students may be assigned to attend school at the Lorain County Academy based on behavior, academics, and/or attendance. Periodic reviews of the students' performance will occur to determine continued placement.
- 13. **Expulsion:** Students are not permitted to be on school property or make up class work for credit for a period of 11 school days or more. Students may not attend school functions either at home or away.
Note: Make-up work for credit is not permitted while students are expelled or suspended out of school. However, the principal reserves the right to permit make-up work under certain circumstances.

It is believed by the administration that the classroom teacher is the best judge of what rules should be established in the classroom and what discipline is to be assigned. Full cooperation will be provided in backing any reasonable discipline policies created by the classroom teacher and explained to the class. Students are reminded that the administrative involvement in any classroom problem will most likely result in disciplinary action more severe than originally assigned by the teacher.

Reasons for Disciplinary Action, Suspension or Expulsion

1. Academic Misconduct/Forgery- a student shall not cheat or plagiarize/forge names or falsify Information
2. Acceptable Use/Internet Safety- a student shall not violate any portion of the AUP/safety policy
3. Appearance and Dress- a student shall not be inappropriately dressed for school
4. Arson/explosive- a student shall not set/attempt to set a fire or possess, any substance which can be used as an explosive
5. Assault- a student shall not attack any other person or behave in such a manner that would cause or threaten to cause injury to any other person
6. Bomb Threats/False Alarms- a student shall not turn in or cause a false alarm
7. Bullying - a student shall not participate in written, electronic, verbal or physical bullying
8. Electronics Rule Violation- a student shall not violate the school cell phone/electronics policy
9. Failure to Cooperate with reasonable requests made by school personnel
10. Failure to Serve assigned detentions on time
11. Fighting- a student shall not fight, hit, kick, punch, push, physically confront or cause or attempt to cause physical injury to another person. A student shall not instigate or encourage fighting.
12. Gangs are prohibited; a gang is defined as any non-school sponsored group possibly of secret and/or exclusive membership who purpose or practice includes the commission of illegal acts, violations of rules, establishment of territory or turf or any actions that threaten the safety or welfare of others. A student shall not participate in gang-related activities or wear gang identification such as attire, colors or clothing.
13. Harassment- a student shall not harass fellow students, faculty members, school employees, or visitors on the basis of race, age, sex, national origin or disability condition
14. Hazing- a student shall not cause or participate in any act of initiation that causes or creates a risk of causing physical, mental or emotional harm
15. Inappropriate or Threatening Behavior- a student shall not behave in such a way that may harm another individual, destroy property, or disrupt the school's learning environment
16. Possession, Making or Selling of/or Being Under the Influence of Alcoholic Beverages,

Illegal Narcotics, Illegal or Counterfeit Drugs or Drug Paraphernalia while on school property, including buses, post- secondary institutions, or any school sponsored activity

17. Continued, Repeated or Flagrant violations of school rules- a student shall not refuse to comply with school rules and requests of school personnel
18. Truancy/Tardiness- a student shall not be truant, tardy or absent without an excuse; a student shall not cut/skip class and/or school
19. Theft- a student shall not take or attempt to take property which does not belong to that student (Students “finding” items on school property must turn these in immediately to a teacher or administrator. Failure to do so may lead to charges of theft. Along with the suspension, students charged may be denied the privilege of participating in all extracurricular activities for a period of up to one calendar year)
20. Tobacco- a student shall not use or possess any form of tobacco in any area under the control of the district or at any activity supervised by a school within the district (including but not limited to cigarettes, e- cigarettes and vapor pens).
21. Vandalism- a student shall not damage, deface or destroy school property or private property kept on school premises
22. Violations of any Laws of the State of Ohio or the Government of the United State
23. Weapons- a student shall not possess a firearm or knife or look-alike on school premises, at a school activity or on a school vehicle.

Refer to Clearview Local School District Board Policy Manual sections JGD: Student Suspension, JFC: Student Conduct and JFC-R: Student Code of Conduct.

PHYSICAL CONTACT

Excessive physical contact and public displays of affection are unnecessary and inappropriate behavior in school. Persistence in these behaviors may result in disciplinary action.

This includes play fighting and games that involve physical contact. Students that are “just playing” that involve any physical contact may be subject to disciplinary action, whether they meant harm or not.

CELLULAR PHONES/ELECTRONICS

With the increased use of cell phones in society, and the increased and often inappropriate use of social media, students may not use cell phones or electronic devices during the school day.

Students who need to bring these devices to school to arrange rides or to inform parents about after school commitments will leave them in their locker throughout the day. *Students are NOT to use their cell phones to call home because of illness.* Again, they need to check in with the school nurse and/or office staff. Students may NOT access their phone during class changes and lunch or recess. If seen, the phone will be confiscated, and turned into the office. The phone will be returned only after contact with a parent/guardian. The following are **minimum guidelines** that will result from a cell phone being confiscated:

- 1st Offense:** Student may pick up phone from school administrator at the end of the day, after Parent/Guardian has been contacted.
- 2nd & 3rd Offense:** Parent/guardian must pick up phone from school administrator and student will be issued “An after school detention.”
- 4th Offense:** In addition to the 1st, 2nd, and 3rd offense consequences, the student may receive an “Out of School Suspension.”

A student may be disciplined, suspended or expelled for any of the following reasons:

- Taking pictures, recording video, sharing via social media/text or any action that would cause a violation of the technology agreement are prohibited.
- Any electronic act that may be used to harm, bully or intimidate are prohibited, including, but not limited to, cell phone, iPhone watch, tablet and iPod.

STAFF AUTHORITY

Students are expected to comply with reasonable requests **made by all authorized school personnel** (administrators, teachers, monitors, secretaries, custodians, cooks, bus drivers, and other school system employees whose work involves contact with the student body). This cooperation is expected at all school related activities. Students are reminded that school rules apply during all school activities and on all of the school's property.

FIGHT/ASSAULT

- **Fighting** is defined as a situation in which blows and/or ANY other aggressive physical contact are exchanged by each party involved in the incident.
- **Assault** is defined as an attack or violent act directed at students, staff, visitors or community members on school property or at school sponsored activities. Use of racial slurs and hate language is considered assault and is a suspendable offense. Students who react nonviolently when struck or otherwise assaulted will not be subject to suspension.

GUIDELINES FOR BUS STUDENTS

The following guidelines have been developed to insure the safety and well-being of our students. Failure to comply with stated rules may result in the loss of bus privileges.

1. Be at the bus stop early enough and remain late enough to allow for variations in the bus

- schedule.
2. Enter and exit the bus in an orderly manner.
 3. Totally comply with all requests made by the bus driver. The bus driver may assign seats.
 4. While on the bus, students must:
 - a. Obey all drivers' instructions at all times.
 - b. Keep all body parts and objects to themselves and inside the bus at all times.
 - c. No eating, drinking, smoking, having any sharp objects or animals on the bus.
 - d. Remain properly seated and keep aisles cleared at all times.
 - e. No cursing/swearing, teasing/name calling, talking loudly, or fighting on the bus.
 - f. No littering, damaging, or vandalizing the bus in any way.
 5. Cross the street at least 10 feet in front of bus and only upon signal from the bus driver.

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

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

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

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

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

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

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered. The Superintendent/designee must provide the Board President with a semi-annual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

The Children's Internet Protection Act added a requirement that effective July 1, 2012 all school districts participating in the e-rate program must include language in their Internet safety policy regarding the education of minors concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response and to develop an educational plan to implement the program.

HB 116 (The Jessica Logan Act), signed by the Governor on February 2, 2012, requires districts to update Hazing and Bullying policies to include several new requirements by November 2012. The majority of language changes appear in Ohio Revised Code section 3313.666.

Harassment, bullying and intimidation are prohibited. This policy also extends to school property, school transportation, at school sponsored events, or, if the harassment, bullying and intimidation materially or substantially disrupts the educational environment and discipline of the

school. An Electronic Act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic means used to harass, bully or intimidate. In addition, the use of an ‘Electronic Act’ used to defame another can result in civil liabilities for damages.

(The preceding information is in accordance to the Hazing and Bullying Policy as adopted by the Clearview Local Schools Board of Education)

STUDENT SPORTS FAN CONDUCT

At all school athletic contests, Durling students and parents are a reflection of the school and community. As such, students and parents are expected to conduct themselves with the ethics of good sportsmanship as a top priority. At all home contests, students are required to sit in the bleachers designated as the home side. At all away contests, students are required to sit in the bleacher area designated for the visiting school. Only the official designated Durling cheerleading squads will be permitted on the floor, field, or track area. All others must remain in the designated seating area.

Students and parents are reminded that they are representatives of Durling Middle School and Clearview Local Schools. Hence, it is imperative that we remain positive examples at all times.

EXTRACURRICULAR CODE OF CONDUCT

Philosophy:

Participation in the CLEARVIEW School’s extracurricular activities is both an honor and a privilege. Students who choose to belong to any team or group have made themselves subject to additional responsibilities, not only to themselves, but also to their teams, groups and school. In order to gain the right to participate in any extracurricular activity, a student must understand and abide by the all parts of this handbook. The student’s intent to abide by this code shall be evidenced in an agreement, which shall correspond with the signing of the final page of the Handbook by the student and the student’s parent/guardian. This policy operates in conjunction with the Student Code of Conduct, so that, (A) these provisions are part of that code, and (B) all students participating in extracurricular activities are subject to all provisions.

Goal:

Our goal is to help students attain a drug-free lifestyle and represent Clearview in a positive manner.

Objectives:

1. To help the student become a positive influence on the school, community, family and self.
2. To help the student perform to his/her potential.
3. To maintain the unity and morals of all extracurricular activities.
4. To build team/organization goals as well as personal goals.

CLEARVIEW SCHOOL DISTRICT

2019-2020 STUDENT ATHLETE CONTRACT

Athlete _____ School _____

Sport _____

As a member of the Clearview Local Schools Athletic Program, I will adhere to the following guidelines throughout the designated Ohio High School Athletic Association sport season:

1. I had someone represent me at the Preseason Parent Meeting, and any questions or concerns regarding the information that was discussed were directed to the Athletic Director or Head Coach.
2. It is my obligation to maintain proper physical conditioning specific to the respective sport that I am participating in.
3. I understand that if I choose to participate in multiple sports, extracurricular activities, clubs, etc. then they must not interfere with practices and/or games. If these activities could potentially conflict, then my participation must be cleared by the head coach prior to the start of the season. I also understand that these conflicts could affect my role as a member of the team.
4. I understand that I am expected to ride to and from all games on the bus with the team. Any conflicts in doing so should be cleared with the head coach prior to the day of the game unless there is an emergency. I also understand that even in the event of an emergency, I cannot be released to anyone other than my guardian(s) unless previously

cleared with administration.

5. I will not possess, conceal, use, transmit, or be under the influence of alcohol, narcotics, tobacco, and any illegal drug as defined by Ohio Revised Code.
6. I shall not disregard or refuse to obey any reasonable directives given by my coaches or other school personnel.
7. It is my obligation to act, both on and off the playing field, in a manner that properly represents the program. I will not conduct myself in such a way that I bring embarrassment upon myself, my family, the school, or the coaching staff.
8. My conduct and overall effort as a student in the classroom may impact my continued participation in the program.
9. I will always treat teachers, staff members, coaches, teammates, officials, opponents, and others with respect in a manner befitting a good representative of Clearview Local Schools.
10. I will respect all buildings, property, and transportation vehicles. This includes, but is not limited to, the gymnasiums and locker rooms of both Clearview Local Schools and all opponents.
11. I have read the Student Handbook and understand all of the district wide policies.
12. I will not post, send, transmit, or share inappropriate messages, videos, or pictures via social media or text messaging.
13. I understand that vacations that take place during the season must be cleared by the head coach prior to the start of the season. I accept that absences from practices and/or games due to vacations could directly affect my status as a member of the team.
14. I understand that all tardiness and absences need to be cleared by the coaching staff.
15. My participation in the off-season program in no way guarantees that I will make the team and it also does not guarantee me any specific amount of playing time if I do. I do however understand that my participation in the off-season program could help me to gain the skills, fundamentals, strength, and conditioning necessary to increase my

chances of making the team while giving me a greater chance of actively contributing.

16. If I am currently not involved in another sport, I will do my best to try to attend and actively participate in any/all off-season/summer workouts, weight training, conditioning, etc. I understand that off-season workouts are not mandatory however putting in extra work throughout the off-season could improve my performance, strength, and conditioning. As a courtesy, I will make sure that I contact the head coach to inform him/her any time that I will not be attending.
17. I understand that cell phones are not permitted in the gym/court/playing field at any time during practices or games unless they are turned off. Cell phone use is limited to communicating information about pick-up times or emergencies. Players must ask for permission to use a cell phone for this reason. Cell phones will be confiscated and given to respective coaches if necessary.
18. I will accept the role that I am given by the coaching staff while being attentive and coachable at all times.
19. I understand that transferring to another high school may affect my athletic eligibility. Because of this, I will make sure to consult the district Athletic Director before I consider doing so.
20. I understand that having a full schedule of classes greatly increases my chances at being academically eligible. I also understand that NOT having a full schedule of classes could result in me not earning enough credit hours to be academically eligible for athletics. I will ALWAYS make sure to consult my guidance counselor before finalizing my schedule or dropping a class to make sure that I am enrolled in enough credit hours to participate in athletics.
21. I have been issued equipment and/or apparel for the upcoming season. I understand and accept that I must return this equipment and/or apparel at the conclusion of the season, and if I do not, I will be billed for the replacement of this equipment and/or apparel. I also understand and accept that I will be held accountable for any damages that are done to this equipment and/or apparel other than the normal “wear and tear” that occur throughout the course of a season. All of my equipment has been inspected, and any damages prior to these items being issued have been noted.
22. I understand the fact that participating in athletics may result in serious injury.

23. I accept the fact that it is the decision of the coaching staff and/or school administration to determine appropriate disciplinary action, and I accept that violations to any rules listed above may result in:
- Extra work
 - Loss of playing time
 - Practice, game, or seasonal suspension
 - Dismissal from the team

Clearview Local Schools

2019-2020 STUDENT ATHLETE CONTRACT

Student Athlete Name (printed) _____

High School

Durling Middle

Vincent Elementary

Sport _____

It is important to recognize that interscholastic athletics is a privilege and not a right.

I have read the rules and am willing to abide by them as a member
of the Clearview Local Schools Athletic Program.

Signature of Student Athlete

Date

Parent/Guardian Name (Printed)

Signature of Parent/Guardian

Date

Clearview Local Schools Technology Acceptable Use Policy Agreement Form

Explanation of Guidelines

The Clearview Local School District (CLSD), in cooperation with the North Coast Computer Consortium (NCC), provides students access to its computer network and the Internet for educational purposes only. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member.

By signing this Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report any misuse of the network or equipment to the person designated by the School for such reporting. Misuse means any violations of the Agreement or any other use that is not included in the Agreement, but has the effect of harming another or his or her property.

All students who want to have access to electronic/online resources must sign this form. Parents/guardians of students under age 18 are also required to read and sign the agreement. Students 18 or older may sign the document themselves. Signing the document indicates that the student and parent/guardian have read and understand the expectations of the Clearview Local School District.

Scope of Technology Policies

Policies, guidelines and rules refer to all computing devices including but not limited to computers, tablets, handhelds, MP3 players, eReaders, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc.,

as well as technology infrastructure, associated peripheral devices and/or software:

- 1 Owned by, leased by and/or on loan to the Clearview Local School District;
- 2 Owned by, leased by and/or on loan to any third party engaged in providing services for the District;
- 3 Any computing or telecommunication devices owned by, in the possession of or being used by district students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

All Acceptable Use Policies also apply to any online service provided directly or indirectly by the district for student use, including but not limited to: E-mail, Calendar and Docs (Google Apps for Education), PowerSchool (Parent/Student Grade Book Access), InfOhio, United streaming video service, Renaissance Learning, Study Island, and Turnitin .

BYOD (Bring Your Own Device) activities are implemented at the discretion of classroom

teachers and building administrators. Until wireless technology is installed throughout the district we may not be able to provide wireless connectivity for personal devices. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate district-owned device if possible.

Violations of any board policies, regulations, or school rules involving a student's personal electronic device may result in the loss of use of the device in school and/or disciplinary action. The school reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated board policies, regulations, school rules or has engaged in other misconduct while using their personal electronic device. Any search will be conducted in compliance with board policies.

Expectation of Privacy

At any time and without prior notice, the CLSD reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Because files remain the property of the CLSD, no one should have any expectation of privacy regarding such materials. Use of computer hardware, software and network may be logged to monitor appropriate usage.

Consequences for Violation of Technology Policies

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use the computer network or the Internet inappropriately may lose their access privileges and may face additional disciplinary or legal action. The extent of disciplinary action and/or loss of privileges will be determined by building administrators and/or other staff members based on the level of the infraction.

Unacceptable Uses of Technology Resources

Inappropriate technology use includes but is not limited to the following:

1. Interfering with the normal functioning of computers, computer systems, or computer networks.
2. Damaging or theft of computers, computer systems, or computer networks.
3. Accessing, modifying, or deleting files / data that do not belong to you.
4. Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
5. Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
6. Sending or publishing offensive or harassing messages and content. This includes bullying incidents.
7. Accessing dangerous information that, if acted upon, could cause damage or danger to

- others.
8. Violating copyright laws and/or the district policy on plagiarism.
 9. Using the network / Internet to buy or sell products.
 10. Recreational / non-educational use of electronic communication (e.g. e-mail, Instant Messaging, social media sites, etc.).
 11. "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other computers or computer systems. Uploading any harmful form of programming, bypassing filters, installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software. Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.
 12. Saving inappropriate files to any part of the system, including but not limited to:
 - a. Music files
 - b. Movies
 - c. Video games of all types, including ROMs and emulators
 - d. Offensive images or files
 - e. Programs which can be used for malicious purposes
 - f. Any files for which you do not have a legal license
 - g. Hobby or personal interest files, even if not offensive or inappropriate by other standards.
 - h. Any file that is not needed for school purposes or a class assignment.
- NOTE: If you need a file for a class project that you think may be considered inappropriate, then you need to have teacher and school administration permission prior to the class project.*
13. Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, bullying, theft, falsification of records, possession of banned substances/items, etc.

Internet Safety

Internet Safety training will be provided to students by CLSD in compliance with eRate guidelines.

THIS PAGE NEEDS TO BE COMPLETELY FILLED OUT FOR STUDENT ACCESS TO THE NETWORK

Clearview Local Schools - Technology Use Agreement

Student's Agreement I hereby apply for use of the Clearview Computers and Computer network. I have read, understand and agree to abide by the terms of the Technology Use Agreement. Should I commit any violation or in any way misuse my access to the School District's network or the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Student name (printed) _____

Graduation year _____ Homeroom _____

Home phone _____

Student Signature _____

User (place an "X" in the correct blank) I am 18 or older _____ I am under 18 _____

If I am signing this Policy and Agreement when I am under 18, I understand that when I turn 18, this Policy and Agreement will continue to be in full force and effect and agree to abide by this Policy and Agreement.

Parent or Guardian Technology Usage Agreement (to be read and signed by parents or guardians of students who are under 18): Until the signed form is returned to the school it will be assumed that the student does not have permission to participate in any of the above named activities.

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Technology Use Agreement for the students' access to the School District's network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy and Agreement. I am therefore signing this Policy and Agreement and agree to indemnify and hold harmless the School, the School District, the Data Acquisition Site, that provides the opportunity to the School District for network, and Internet access against all claims damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy and Agreement. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting.

THIS PAGE REQUIRED:
TO ALLOW STUDENTS ACCESS

I hereby give my permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet; post pictures and schoolwork on the District Web Page; and, participate in Video Distance Learning activities. Any parent/guardian who wishes to exclude their child from these activities should sign the other side of this page.

Signature _____ Date _____

FOR OFFICE USE ONLY:

Student Complete Name _____

ID # _____ Graduation year _____

Circle Building: High School Durling Vincent

THIS PAGE OPTIONAL (2 Separate Choices):
ONLY SIGN TO EXCLUDE A CHILD
FROM THE LISTED ACTIVITY

1. I hereby **DENY** permission for my child or ward's picture and/or schoolwork to be posted on the School District Web Page.

Signature _____ Date _____

2. I hereby **DENY** permission for my child or ward to be photographed, videotaped or recorded for the purposes of Public Relations or press releases and for his/her voice and image to be transmitted and viewed by instructors, students, and other persons at remote locations who are involved in a distance learning activity (such as Skype, Web Cams, etc.).

Signature _____ Date _____

FOR OFFICE USE ONLY:

Student Complete Name _____

ID # _____ Graduation year _____

Circle Building: High School Durling Vincent

Clearview Local Schools

Handbook Agreement/Bullying & Hazing Agreement

****PLEASE RETURN THIS FORM TO SCHOOL WITH YOUR CHILD
BY THE FIRST FRIDAY OF SEPTEMBER****

I understand and agree to the student responsibility, attendance, discipline and all other sections of the Durling Student Handbook which is located on the school webpage.

Student Name
(printed)_____

Parent
Signature_____

Date_____

HR Teacher_____ Grade_____

+++++

I have read the Hazing and Bullying Board Policy File JFCF; and fully understand this board policy. Please sign this portion as well. Thank you.

Student (printed)

Student Signature

Date

Parent/Guardian (printed)

Parent/Guardian Signature

Date