

# Cory-Rawson High School



Student Handbook  
2025-2026

# Cory-Rawson High School

## Grades 7-12

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June 2024. If you have questions or would like more information about a specific issue or document, contact the High School Principal or access the document on the Cory-Rawson website: [www.Cory-rawson.org](http://www.Cory-rawson.org).  
Student Code of Conduct (including Student Discipline Code) and handbook adopted by the Board of Education on June 20, 2024

### Table of Contents

2025-2026 ACADEMIC CALENDAR	4
FACULTY MEMBERS	5
ACADEMIC CODE OF CONDUCT	6
ADVERTISING OUTSIDE ACTIVITIES	6
AFTER SCHOOL	6
ANNOUNCEMENTS	6
ANTI-HAZING POLICY	6
ATTENDANCE ACCOUNTING (Missing and Absent Children)	7
ATTENDANCE REGULATIONS (General Guidelines)	7
ATTENDANCE REPORTING	9
BOOK BAGS/BACKPACKS	10
BULLYING, HARASSMENT AND INTIMIDATION	10
BUS RULES	13
CAREER ADVISING PROGRAM	14
CELL PHONE & TECHNOLOGY POLICY	14
CHILDREN AND YOUTH IN FOSTER CARE	17
COLLEGE CREDIT PLUS	17
CORY-RAWSON ELECTRONIC COMMUNITY	17
COMPUTERIZED DEBIT SYSTEM	18
DANCES	18
DRIVING RULES	18
ELIGIBILITY	18
EQUAL EDUCATION OPPORTUNITY	19
	2

EXAMS	19
FIELD TRIPS	19
FIRE/EMERGENCY DRILLS	19
GRADE CARDS (Interim and 9 weeks)	20
GRADING SYSTEM/GPA CALCULATION (HIGH SCHOOL)	20
GRAD REQUIREMENT/COURSE CREDIT (9 <sup>TH</sup> -12 <sup>TH</sup> GRADE)	21
GUIDANCE DEPARTMENT	22
HOMEWORK POLICY	22
HOMELESS STUDENTS	23
HONOR ROLL	23
LIBRARY USE	23
LOCKERS	24
LUNCH TIME RULES	25
MEDICATIONS	25
NATIONAL HONOR SOCIETY SELECTION GUIDELINES (High School)	25
NATIONAL JUNIOR HONOR SOCIETY SELECTION GUIDELINES (8 <sup>th</sup> grade)	26
OBJECTIONABLE MATERIALS/COURSE OF STUDY	27
ONLINE ELECTIVE COURSES	27
SCHOOL DELAYS AND CANCELLATIONS	27
SCHOOL RESOURCE OFFICER (SRO)	27
SCHOOL PUBLICATIONS	28
SENIOR CLASS TRIP	28
STUDENT CONDUCT CODE	28
DISCIPLINE MATRIX	33
STUDENT DRESS CODE	34
STUDENT RECORDS	34
STUDENTS WITH DISABILITIES	35
STUDY HALL	35
STUDENT PASSES	36
SURVEILLANCE CAMERAS	36
TEXTBOOKS	36
TRAINING RULES	36
UNPAID BILLS	38
VISITORS TO SCHOOL	38
WORK PERMITS	38
SCHOOL MAPS	40

### CORY-RAWSON SCHOOL CALENDAR 2024-2025

TU	August 19	New Staff Orientation
W	August 20	Work Day
TH	August 21	Professional Development Day, Open House
F	August 22	Professional Development Day
M	September 1	NO SCHOOL – Labor Day
TU	September 2	1st DAY OF SCHOOL GRADES 1-12
TU-W	October 7-8	High School Parent Teacher Conferences PM ONLY
M	October 13	County Wide Professional Development Day - NO SCHOOL
F	October 31	End of 1st Nine weeks
M	November 3	Student 2 Hr Delay
W	November 5	Elementary Parent Teacher Conferences PM ONLY
TU	November 11	Elementary Parent Teacher Conferences PM ONLY
W-F	November 26-28	NO SCHOOL–Thanksgiving Break
M-F	December 22-January 2	NO SCHOOL—Christmas Break
M	January 5	Classes Resume
F	January 16	End of 2nd Nine Weeks/1st Semester
M	January 19	Martin Luther King Jr. Day - NO SCHOOL
F	January 23	Student 2 Hr Delay
M	February 16	NO SCHOOL–Presidents Day
TH	March 19	End of 3rd Nine weeks
F	March 20	NO SCHOOL–Teacher Professional Development Day
F-M	April 3, 6	NO SCHOOL–Spring Break/ Flex Teacher PD Day
S	May 24	Graduation
M	May 25	NO SCHOOL–Memorial Day
TH	May 28	Last Student Day/End of 4th Nine weeks/2nd Semester
F	May 29	Teacher Workday

## FACULTY MEMBERS

Holly Altman – HCESC ID Unit	<a href="mailto:Altman@cory-rawson.org">Altman@cory-rawson.org</a>
Bethany Barnhart – School Counselor	<a href="mailto:Barnhart@cory-rawson.org">Barnhart@cory-rawson.org</a>
Ned Basinger – 7 <sup>th</sup> -8 <sup>th</sup> Science	<a href="mailto:Basinger@cory-rawson.org">Basinger@cory-rawson.org</a>
Kevin Blake – Science	<a href="mailto:Blake@cory-rawson.org">Blake@cory-rawson.org</a>
Crystal Borchert - 7 <sup>th</sup> -8 <sup>th</sup> Art	<a href="mailto:Borchert@cory-rawson.org">Borchert@cory-rawson.org</a>
Jacob Branan – 7 <sup>th</sup> -8 <sup>th</sup> Social Studies	<a href="mailto:Branan@cory-rawson.org">Branan@cory-rawson.org</a>
Becky Bucher – Business/Family & Consumer Sc.	<a href="mailto:Bucher@cory-rawson.org">Bucher@cory-rawson.org</a>
Jamie Campbell – Social Worker	<a href="mailto:Campbell@cory-rawson.org">Campbell@cory-rawson.org</a>
Jennelle Cavin – Intervention Specialist	<a href="mailto:Cavin@cory-rawson.org">Cavin@cory-rawson.org</a>
Beth Courtney – Aide 9 <sup>th</sup> - 12 <sup>th</sup> ID Unit	<a href="mailto:Courtney@cory-rawson.org">Courtney@cory-rawson.org</a>
Lauren Cuellar – English / Yearbook	<a href="mailto:Cuellar@cory-rawson.org">Cuellar@cory-rawson.org</a>
Wendi Davis – Instrumental Music	<a href="mailto:Davis@cory-rawson.org">Davis@cory-rawson.org</a>
Dept. Ewing - SRO	<a href="mailto:Ewing@cory-rawson.org">Ewing@cory-rawson.org</a>
Brianna Gerten – CRHS Principal	<a href="mailto:Gerten@cory-rawson.org">Gerten@cory-rawson.org</a>
Abigail Glenn – Vocal Music	<a href="mailto:Glenn@cory-rawson.org">Glenn@cory-rawson.org</a>
Gary Holland – Math	<a href="mailto:Holland@cory-rawson.org">Holland@cory-rawson.org</a>
Molly Hosler – Curriculum Instr & Career Dev.	<a href="mailto:Hosler@cory-rawson.org">Hosler@cory-rawson.org</a>
Beth James – Agriscience Education	<a href="mailto:James@cory-rawson.org">James@cory-rawson.org</a>
Jennifer Jamison – School Nurse	<a href="mailto:Jamison@cory-rawson.org">Jamison@cory-rawson.org</a>
Shelly Jones – Online Learning Lab	<a href="mailto:Jones@cory-rawson.org">Jones@cory-rawson.org</a>
Michael Lampton – Health & Physical Ed.	<a href="mailto:Lampton@cory-rawson.org">Lampton@cory-rawson.org</a>
Andrèa Lee – 8 <sup>th</sup> English	<a href="mailto:LeeA@cory-rawson.org">LeeA@cory-rawson.org</a>
Jake Molyet – Technology	<a href="mailto:Molyet@cory-rawson.org">Molyet@cory-rawson.org</a>
Jennifer McDaniel – 7 <sup>th</sup> ELA, 7th/8 <sup>th</sup> Gifted ELA	<a href="mailto:Mcdaniel@cory-rawson.org">Mcdaniel@cory-rawson.org</a>
Normaris Mendoza – Spanish	<a href="mailto:Mendoza@cory-rawson.org">Mendoza@cory-rawson.org</a>
Dave Mertz – Social Studies	<a href="mailto:Mertz@cory-rawson.org">Mertz@cory-rawson.org</a>
Ashley Mohr – Intervention Specialist	<a href="mailto:Mohr@cory-rawson.org">Mohr@cory-rawson.org</a>
Justin Parkins – Science	<a href="mailto:Parkins@cory-rawson.org">Parkins@cory-rawson.org</a>
Samantha Schulte – 7 <sup>th</sup> -9 <sup>th</sup> Math, STEM	<a href="mailto:Schulte@cory-rawson.org">Schulte@cory-rawson.org</a>
Caleb Scott – Director of Athletics and Facilities	<a href="mailto:Scott@cory-rawson.org">Scott@cory-rawson.org</a>
Kris Sherer – Visual Arts	<a href="mailto:Sherer@cory-rawson.org">Sherer@cory-rawson.org</a>
Jonna Shumway – Intervention Specialist	<a href="mailto:Shumway@cory-rawson.org">Shumway@cory-rawson.org</a>
Tracy Stockwell – English/Librarian	<a href="mailto:Stockwell@cory-rawson.org">Stockwell@cory-rawson.org</a>
Kyle Wagner – Social Studies	<a href="mailto:WagnerK@cory-rawson.org">WagnerK@cory-rawson.org</a>
Alicia Welch – Aide	<a href="mailto:Welcha@cory-rawson.org">Welcha@cory-rawson.org</a>
Lisa Welch – Secretary	<a href="mailto:Welch@cory-rawson.org">Welch@cory-rawson.org</a>
Nichole Wente – Math	<a href="mailto:Wente@cory-rawson.org">Wente@cory-rawson.org</a>

## **ACADEMIC CODE OF CONDUCT**

Each student in grades 7-12 is expected to be honest and avoid any violation of academic trust such as:

1. giving or receiving help during an exam, test, quiz or other type of evaluation
2. using learning aids, study materials, cheat sheets, electronic devices etc. during a test
3. obtaining, circulating or using an exam, test, quiz, answer key, without permission.
4. plagiarizing or falsifying information; knowingly providing materials to aid in plagiarism
5. submitting work prepared by another; copying work prepared by another
6. any other action which would not be representative of a student's own academic effort.
7. defacing books or other instructional materials (consequence covered by student conduct code)
8. removing library and department resource materials without authorization (consequence covered by student conduct code).

Violation of the Academic Code of Conduct will result in the following consequences:

- First Offense: Zero on the Assignment
- Offenses Thereafter: Including (not to limited to) assignment failure, course failure, detention, extended detention, suspension.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

## **AFTER SCHOOL**

We understand that many students are involved in after school activities such as sports, study table, etc. We certainly encourage students to participate, but we want to ensure that parents and students understand that these students must be under adult supervision (such as a coach, teacher, or advisor) to ensure the safety of students. We do not allow students to simply stay after school to "hang-out" or wait for a school activity that will take place several hours later. If a student wishes to stay after school for an activity they must check with a teacher, coach, or advisor to ensure that there will be supervision. We ask that students or groups of students who may need to work on a school-related project ask their teacher/coach/advisor for permission PRIOR TO the day they need to stay after.

## **ANNOUNCEMENTS**

Announcements will be read each morning after the first bell. All announcements will be posted on the school website, [www.cory-lawson.org](http://www.cory-lawson.org) each morning. Staff may contribute to announcements by completing the announcement form.

## **ANTI-HAZING POLICY**

It is the policy of the Cory-Rawson Local Board of Education and the School District that hazing activities of any type is 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 or causing mental or physical harm to any person. Permission, consent or assumption of risk by any individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall

be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action; and may be liable for civil and criminal penalties in accordance with Ohio law.

### **ATTENDANCE ACCOUNTING (Missing and Absent Children)**

The Cory-Rawson Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A pupil, at the time of his/her initial entry to a public or non-public school, shall present to the person in charge of admission a copy of his/her original certificate of birth and any information provided by the school that he/she most recently attended. The receiving school must initiate contact with the sending school within 24 hours, requesting the student's official records. Records must be received within 14 calendar days of the student's admission to the school. If the sending school, upon contact, indicates no record of the student; or after the 14-day waiting period, no records are received, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child, as this term is defined in Section 2901.30 of the Revised Code.

The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

The building principal will request any person authorized to take student photographs to provide a photograph of each student for inclusion in his/her file.

The Board shall designate the Superintendent to develop information programs for students, parents and community members relative to missing children issues and matters.

### **ATTENDANCE REGULATIONS (General Guidelines)**

Research has shown that time on task in school is directly related to increased student achievement. The exchange of ideas and information that takes place in the classroom is invaluable to the educational process. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. For these reasons we feel that a student must satisfy two basic requirements in order to earn credit for classes:

1. Satisfy academic requirements of class
2. Satisfy attendance requirements

Excessive absenteeism and/or tardiness will not only affect a student's achievements and grades, but **could lead to loss of credit.**

When a student is absent (with or without legitimate excuse) for 38 or more hours in one school month, or 65 or more hours in one school year the parent/guardians will receive written notice stating that the student needs a doctor's excuse in order to have any additional absences be considered excused. **The student must actually see the doctor. Calls to a doctor's office will not be accepted.** Exceptions to this requirement can only be made by the principal in the case of a family emergency or other justifiable circumstance. **Absences due to COVID-19 testing, quarantine or isolation will be identified as such and considered differently if attendance issues arise.**

- **COLLEGE DAYS:** Juniors and Seniors are given two college days each year for the purpose of talking with admission officers and touring campus. A form must be filled out and signed **before** the college day is granted. Forms can be obtained from the school counselor or in the office. Juniors and Seniors **should not** wait until the end of the year to utilize college days. The administration reserves the right to deny a student using a college day near the end of the school year. Use of college days for some activity other than what they are intended may result in an unexcused absence or truancy, and denial of the use of the 2<sup>nd</sup> day.

- **No more than four (4) students can take a college day on the same day. Any junior or senior who misses 12 or more days of school loses the remainder of his/her unused college days.**
- **EXTRA-CURRICULAR ACTIVITIES**--A student must be in school by 9:30 a.m. or may not leave before 1:45 p.m. to participate in an extracurricular activity, including practices, that day or evening. **Exceptions can be made only with the approval of the building principal.** Students who are absent from school due to illness, or are absent unexcused, are not permitted to attend after school extra-curricular activities or athletics the day of an absence.
- **FIELD TRIPS AND OTHER ABSENCES:** At times throughout the year, students may be absent from school due to a field trip or due to a commitment from another organization. The purpose of this section is to clarify how these absences will be recorded in the school accounting system
  1. Field trips and other school events: Any time a staff member takes students out of the building for a trip during school hours this will be considered a field trip. For these types of absences, students are not considered absent and it does not count against their attendance record.
  2. Other organizations and trips: When students are absent to attend events such as Teen Institute, 4-H, Hancock County Youth Leadership, etc., students will be considered absent excused if they inform the principal at least one week in advance. It is the student's responsibility to have a parent contact the office to get the absence excused at least one week in advance.
  3. Unexcused trips: All trips not approved by the office at least one week prior to the event, and any absence not considered legitimate by the building principal will be considered unexcused. For unexcused absences students will receive zeros for all work missed on the day(s) of the absence(s).
- **FUNERALS:** Students who wish to be excused to attend funeral services of a relative or close friend **must** have their parent/guardian call the school prior to 8:00 a.m. of the day of the funeral or bring a note signed by the parent/guardian to the office prior to 8:00 a.m. the day of the funeral.
- **EXAMS:** During semester and final exams, high school students will have the opportunity to leave school after their exams are complete. They must meet the following conditions: no more than four total absences (excused or unexcused) AND no more than three tardies (excused or unexcused.) Students who are credit deficient, working on an on-line class, will not be excused early or permitted to come late.
- **HUNTING:** A student may be excused for one (1) day of hunting in a school year provided a valid hunting license is presented to the principal at least one day prior to the day of absence. Any other days for hunting must be arranged with the principal in advance of the requested day and will be counted as unexcused absences.
- **MAKE-UP WORK:** Students who are returning from an excused absence due to illness should make every effort to make up missed work *immediately*. In general, a student will be given the number of days equivalent to the number of days of excused absence within which to make up all work. Any variance to this guideline should be arranged with individual teachers.
- **STUDENT PREGNANCIES:** Attendance of pregnant students will be governed by recommendations from the attending physician. In general, these students are expected to return to school within 6 weeks of the birth of the baby.
- **TARDIES TO SCHOOL:** Tardiness to school or to classes will be handled in accordance with the discipline matrix found in another section of this handbook.
- **TRUANCY:** Truancy is defined as a student deliberately not attending school because of an unexcused reason. Parents are often unaware of the student's absence during this time period. Any truancy may be reported to Juvenile Court.

1. Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, he/she will be considered **habitually absent**. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.
2. A student will be considered **habitually truant** if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.
3. If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.
  - a. If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.
4. In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:
  - a. assign the student to a truancy intervention program
  - b. provide counseling to the student
  - c. request or require the student's parent to attend a parental involvement program
  - d. request or require a parent to attend a truancy prevention mediation program
  - e. notify the Registrar of Motor Vehicles of the student's absences
  - f. take appropriate legal action
  - g. assignment to an alternative school.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

- **VACATIONS:** Although an increasing number of families arrange vacations during school time, parents should take into consideration that harm may be done to their student's education by prolonged periods away from class; parents are urged to arrange vacations to coincide with school holidays. If vacations cannot be arranged to utilize school vacations, students are responsible for completing the Student Vacation Evaluation form with teachers. This form must be signed by the parent or guardian along with the principal for the vacation to be deemed excused. Whether the work missed would be done during the vacation or upon the student's return is to be decided by consultation between the teacher and the building principal. The Student Vacation Evaluation form must be completed and turned in 1 week before the student leaves for vacation.

## **ATTENDANCE REPORTING**

Please be advised that if a student is absent from school at any time, this will be considered an UNEXCUSED ABSENCE unless parents notify the school of the reason.

**A telephone call is preferred the morning of the absence, if at all possible.**

**High school Students-- TELEPHONE -419-963-2611, or 877-317-2747**

If it is necessary for parents to send a signed note instead, (explaining the absence), the student must bring this note to the MAIN OFFICE **within 48 hours of returning to school.** If proper notification is not received, the absence will be marked as UNEXCUSED.

Excused absences are as follows:

- |   |                      |                               |
|---|----------------------|-------------------------------|
| Personal Illness  | Death in family      | Medical or dental appointment |
| Severe family illness   | Religious observance | Required court appearances    |
| Required work at home to support family (10 days per year max.)                             | Act of God           |                               |
| Any other legitimate reason having received <b><u>prior</u></b> approval from the principal |                      |                               |

**Any other absence will be unexcused.**

Also, if it is necessary for a student to leave school during the day for a legitimate reason (i.e., doctor's appointment, driver license examination) parents should notify the school **by 8:30 a.m.** the morning of the appointment. We ask your cooperation in this so that the student's leaving can be noted on the daily attendance sheet teachers receive. (Please understand that shopping expeditions, haircut appointments, picture appointments, etc. are NOT legitimate excuses.) Parents are **encouraged** to schedule their student's appointments with physicians during non-school hours.

### **GUIDELINES UNEXCUSED ABSENCES**

An ***excused absence*** allows the student to make up all possible assignments, including quizzes or tests. If a student's absence is judged to ***be truancy or unexcused***, the student will ***not*** be allowed to complete any assignments for that day, including quizzes or tests.

Students whose absence is judged unexcused will be required to serve **1 Administrative Detention (1 hour)** for each occurrence.

Excessive unexcused absence by a student 18 years of age or older may result in expulsion for repeated violation of attendance policies. Students under 18 could be prosecuted in juvenile court for truancy.

### **BOOK BAGS / BACKPACKS**

Students will be permitted to carry book bags to and from school. Administrators have the right to prohibit purses or other bags that are oversized. 9-12 grade students may carry book bags from class to class. 7-8 grade students must keep their book bags in their lockers throughout the day. Administrators have the right to search purses, book bags, briefcases, etc.

### **BULLYING, HARASSMENT AND INTIMIDATION**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

**Harassment, intimidation, or bullying toward a student**, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored,

school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

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

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

**"Electronic act"** means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

**Aggressive behavior** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

**Harassment, intimidation, or bullying** also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints

shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

## **BUS RULES**

### **Prior to loading (on the road and at school):**

- Be on time (five (5) minutes before scheduled pickup) at the designated school bus stops - keep the bus on schedule.
- Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful in approaching bus stops.
- Students should respect the danger zone -- ten (10) feet around the bus.

### **While on the bus**

- Be seated immediately upon entering the bus and remain in that seat until you depart from the bus.
- Do not save seats on the bus. Boys and girls may sit together if necessary.
- Keep hands and heads inside the bus at all times after entering and until leaving the bus.
- Assist in keeping the bus safe and sanitary at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- Bus riders should never tamper with the bus or any of its equipment.
- Leave no books, lunches or other articles on the bus.
- Keep feet out of the aisles - books, packages, coats and other objects must be kept out of aisles also.

- Help look after the safety and comfort of small children.
- Ventilation must be under the supervision of the driver.
- Do not throw anything out of the bus window.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Horseplay is not permitted around or on the bus.
- Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
- ABSOLUTE QUIET WHEN APPROACHING A RAILROAD CROSSING STOP.
- In the case of a ROAD EMERGENCY, children are to REMAIN IN THE BUS.
- No pets or animals are to be on the bus
- No food or drink is allowed on the bus

### **After leaving the bus**

- After leaving the bus, if it is necessary to cross the road, this should be done at least ten (10) feet in front of the bus and only after looking to be sure no traffic is approaching from either direction.
- Help look after the safety and comfort of small children.
- Be alert to the danger signal from the driver.
- The driver will not discharge riders at places other than the regular bus stop at home or at school - unless by proper authorization from the parent or school official.
- Students should respect the danger zone (ten (10) feet around the bus)

### **Extra-curricular trips**

- The above rules and regulations will apply to any trip under school sponsorship.
- Pupils shall respect the wishes of a competent chaperone appointed by the school.

### **Rules Enforcement**

- Bus drivers may institute and apply additional rules as needed to maintain safety and order.

## **BUS BEHAVIOR/DISCIPLINE**

- Offense #1: Advise and warn student, parent contact
- Offense #2: Reassigned seat
- Offense #3: Removal from bus riding privileges for up to 3 days
- Subsequent offenses: Removal from the bus

## **CAREER ADVISING PROGRAM**

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413)

## **CELL PHONE & TECHNOLOGY POLICY**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students at Cory-Rawson Local School District may bring their own technology devices to school.

Providing students and staff with a 21st century digital learning environment is part of the Cory-Rawson Local School District core values. Cory-Rawson will allow students to bring their own technology devices (laptops, iPods, smartphones, eReaders, iPads, etc.) to school to use in specified places and at specified times during the day. Use of devices to enhance learning in the classroom will be pursued when deemed appropriate at individual teacher discretion. With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize the productivity tools available to them.

While the District uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the Cory-Rawson network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

When a student brings his/her own device to school he/she is encouraged to use the internet connection provided by Cory-Rawson. This is to ensure that any content viewed or downloaded is filtered and appropriate. If a student uses his/her own Internet connection (3G/4G) Cory-Rawson cannot be held responsible for the unfiltered content accessed. Viewing, sharing, and/or use of unfiltered content may be a violation of school policy.

Cory-Rawson will not be held responsible for any student technology and is not responsible for lost or stolen property.

**All students in Cory-Rawson Local School District must adhere to the following standards of responsible use:**

- The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of Cory-Rawson Local School District.
- Students must not release personal information on the Internet or electronic communications.
- Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- Violation of any of these standards may result in loss of computer use, Internet privileges and/or other disciplinary action; which includes the possible loss of personal technology devices as well.
- The device must be in silent mode while on school grounds and while riding buses.
- The device may only be used to access files on the device or internet sites which are relevant to the classroom curriculum.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection. The school's internet filters will be applied to one's connection to the internet and attempts will not be made to bypass them.

**Guidelines and Restrictions on the use of Electronic Devices 7-8:**

Throughout the school all areas are **Red Zones**. Cell phones are to be kept in your locker or bookbag and are not to be used during the school day.

**Guidelines and Restrictions on the use of Electronic Devices 9-12:**

Throughout the school are **Green and Red Zones**. You will know if you can use your phone or other electronic device by these zones.

**Green Zone:** The cafeteria is a **Green Zone** during lunch. The hallways are also a **Green Zone** between classes and before and after school. Cell phones, smartphones, iPods, iPads, mp3 players, or other electronic devices may be used for texting or other communication (email, etc.), but will remain on silent. Voice calls may **NOT** be made in the cafeteria or hallways.

**Yellow Zone:** Electronic devices may be used with the instruction/permission of a staff member. Classrooms and the Library are **Yellow Zones**.

**Red Zone:** No electronic devices may be used. **Red Zones** include: classrooms, locker rooms, restrooms, clinics, and dressing areas. The hallways are a **Red Zone** during each of the academic periods of the day.

### **Specific Requirements related to Cell/Smart Phones and iPods:**

- 1) **Cell/Smart Phones, iPods and other personal communication devices should not be seen or heard unless students are in a:**
  - a. **green zone**
  - b. **yellow zone and have received instruction/permission from the appropriate staff member. Standards for responsible use apply in a yellow zone.**
- 2) Students may not make calls (voice) during the school day unless permission has been granted by a staff member.

### **Consequences for violating cell phone/electronic device policy:**

- 1) The **first violation** will result in a warning to put the device away.
- 2) The **second violation** will result in the device being confiscated
- 3) The **third violation** will result in the device being confiscated and a detention will be issued. Student will pick up the device at the end of the day.
- 4) The **fourth violation** will result in the student being required to turn any electronic device into the office at the beginning of each day. Student will pick up the device at the end of the day. Length of this requirement will be determined by the principal. The student may face the consequences outlined in the School Conduct Code.
- 5) **The fifth violation** will result in the student being considered insubordinate. The student will face consequences outlined in the School Conduct Code. The student will not be permitted to bring electronic devices of any kind to school for the remainder of the school year.

*Bringing a cell phone to school on a scheduled school day is a privilege, not a right; a student does not have a legitimate expectation of privacy as to the contents of a cell phone the student chooses to bring to school. However, a cell phone will only be searched if there is a reasonable individualized suspicion that the cell phone may have been used as a part of a school-related prohibited activity identified in the student handbook.*

**I brought my device to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?**

The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Access is available but not guaranteed for each classroom situation.

**My personal device is low on battery. What can I do?**

Personal technology is charged prior to bringing it to school and runs off its own battery while at school. You will only be allowed to use the school's electricity at the teacher's discretion.

**I just can't get my laptop to connect to the network. Can I get some help from someone?**

Although it is not the responsibility of your teachers or other Cory-Rawson staff to troubleshoot individual devices, if a simple solution is able to be obtained in a quick fashion a staff member may help. Otherwise you may need to check your owner's manual for issues concerning connectivity.

**What if my laptop or phone is stolen or damaged? What recourse can I take?**

Students bring electronic communication devices to school at their own risk, just like any other personal item. The district will not be held responsible if an electronic device or other item is lost, stolen, damaged, or misplaced, including those that have been confiscated.

**I don't have my own electronic communications device to bring to school. Will I be penalized or miss out on instruction?**

No! It is not mandatory for students to bring a device, even if they do own one. 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 digital device. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

**CHILDREN AND YOUTH IN FOSTER CARE**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

**COLLEGE CREDIT PLUS PROGRAM**

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the participating college or university. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the HS counselor to obtain the necessary information. Currently Cory-Rawson High School, in partnership with Rhodes State University, offers Computer Applications, CPT1250, for 9-12 grade students, English Composition, COM1110 and Composition and Literature, COM2400, for 12 grade students.

**CORY-RAWSON ELECTRONIC COMMUNITY**

The Cory-Rawson Electronic Community is an email distribution list that keeps interested individuals informed about events of the district, including school delays and closings. Anyone may be a free subscriber by visiting [www.cory-rawson.org](http://www.cory-rawson.org) and signing up.

## **COMPUTERIZED DEBIT SYSTEM**

All students will have an established debit account for the purpose of buying breakfast, lunch, and a la carte items in the cafeteria. You may, and are encouraged to make advance payments to this system (cash, check or online). Checks should be made out to CORY RAWSON LOCAL SCHOOLS. Students may pay day-by-day or carry a balance on their account, similar to a checking account. Students can purchase meals or other items through this system which utilizes a keypad system to register (the keypad identification is the individual student's ID number on their schedule). ALL PARENTS/GUARDIANS SHOULD MAKE AN ACCOUNT THROUGH MY PAYMENTS PLUS. This allows you to make online payments, monitor student account spending, and view balances. Automatic alerts can also be set up for low balances. Cashiers will also hand out low balance slips.

## **DANCES**

Dances may be sponsored by any school organization. When scheduling the date, the sponsoring organization must clear all scheduling through the superintendent and the principal's offices at least ***two weeks*** prior to the event. All expenses of the event must be assumed by the sponsoring organization. This same organization assumes responsibility for the welfare of the occupied building during the event. The sponsoring organization is responsible for decorations (if any). Decorations are to be taken down and the area cleaned the night of the dance unless previously approved through the office.

The rules to be followed for all dances follow:

- Chaperones will be present for the entire dance and will have full authority to stop all unwanted behavior and provocative dancing.
- All dancing will be tasteful. Grinding, back to front dancing and other forms of provocative dancing are prohibited.
- All clothing worn to the dance is to be tasteful.
- Items placed in the mouth, such as suckers or glow sticks, are prohibited.
- No student under the 9<sup>th</sup> grade may attend a high school dance.
- High School students may not attend dances sponsored by the 7<sup>th</sup> or 8<sup>th</sup> grade.
- No student from another school may attend unless they are a date of a currently enrolled C-R student and have been pre-registered. A signed permission form from the student's home school must be on file prior to the dance.
- Once students enter the dance they may not leave and return.
- All school rules are in effect for all students and their guests regardless of age.
- No student may bring a person to the dance who is over the age of 20.
- Excessive absences from school may result in a student being ineligible to attend.

## **DRIVING RULES**

Driving to school is a privilege and should be held in high regard. In order to drive to school a student must have a current copy of the Driving Rules Form on file in the 7th-12th grade office. Students are not permitted to use the bus gate entrance from the hours of 6 a.m. to 4 p.m. Student driving privileges may be suspended or revoked by the school administration if state and school driving policies are not followed. The administration reserves the right to search any car on school property at any time when violation of the law, student safety, and health and/or school welfare is in question.

## **ELIGIBILITY**

Cory-Rawson High School follows the guidelines established by the Ohio High School Athletic Association to determine students' eligibility to participate in athletics. High school student-athletes (grades 9-12) must be currently enrolled in school and have received passing grades in a minimum of five (5) one credit courses, or the equivalent, and also have achieved a 1.0 G.P.A. or better in the immediately preceding grading period to be eligible.

A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of 75% of those subjects carried the preceding grading period in which the student was enrolled.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades at the conclusion of that grading period in a minimum of four of those subjects in which the student received grades.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s) - information available on school website ([www.cory-rawson.org](http://www.cory-rawson.org)), click on Annual Notices.

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **EXAMS**

Students who have study halls either at the beginning of or at the end of an exam day are permitted to come late and/or leave early during exam days. The following guidelines will apply:

1. Students may only rearrange their schedules to allow for late arrival or early dismissal with approval of teacher(s) and the building administrator.
2. Only students who have at least 4 exams on one day are permitted to make arrangements with teachers to move an exam.
3. Students on late arrival will report to the 7th-12th grade office. You will be given a pass to study hall if you arrive before your scheduled exam.
4. Students leaving before the end of the day must check out with the office and exit the building immediately. Students may not return until regular school is dismissed for the day.

## **FIELD TRIPS**

Field trips allow for educational experiences to occur that cannot be replicated in the classroom. At the same time, however, a student must show responsibility and respect for rules, themselves, and others before being permitted to attend field trips. A student will be allowed to participate in field trips when he/she has met all of the following criteria:

- a satisfactory attendance rate.
- has **NOT** been suspended from school.
- has received no more than two extended detentions.
- has **NOT** been suspended from riding the school bus.

Students must also have paid the school fees according to the fee schedule discussed in the **UNPAID BILLS** portion of this handbook.

## **FIRE/EMERGENCY DRILLS**

Ohio law requires that all schools conduct regular, periodic fire and emergency weather drills. The directions for where students are to go in case of a drill will be given to you by your classroom teachers and will be posted in every classroom. When the signal is given for a drill, proceed quickly, orderly, and quietly to your assigned area.

## **GRADE CARDS (Interim and 9 weeks)**

Grade cards are normally distributed one week following the end of the nine-week grading period. Interim reports are distributed four times per year to students, usually during the fifth week of each nine-week grading period. Grade cards will be sent electronically.

Students who receive an "I" (Incomplete) on their grade card must complete all necessary work **within three weeks or sooner** after the date grade cards are issued. Failure to do so will result in the "I" being changed to an "F". Exceptions can only be made in extenuating circumstances as approved by the principal.

## **GRADING SYSTEM/GPA CALCULATION (HIGH SCHOOL)**

MARK	VALUE	STARTING %	ENDING %	STARTING POINT	ENDING POINT
A	4	92.5	200	3.71	4.001
A-	3.7	89.5	92.499	3.5	3.7
B+	3.3	86.5	89.499	3.15	3.49
B	3	82.5	86.499	2.71	3.14
B-	2.7	79.5	82.499	2.5	2.7
C+	2.3	76.5	79.499	2.15	2.49
C	2	72.5	76.499	1.71	2.14
C-	1.7	69.5	72.499	1.5	1.7
D+	1.3	66.5	69.499	1.15	1.49
D	1	63.5	66.499	.57	1.14
D-	.56	59.5	63.499	.26	.56
F	0	0	59.499	0	.25

Once a teacher has determined a percentage (%) grade for a student that grade is submitted to be included on the grade card. Once the grade appears on the grade card, the percentage is dropped and it simply becomes a letter grade. At that point, all grades are treated the same in terms of GPA and semester average calculations.

### **Semester Averages**

We use the 4.0 scale to determine the value of a grade. We also believe that the value of a 9-weeks grade should be greater than the value of a semester exam grade. To accomplish this, we weight the 9-weeks grades, giving them a value of 3/7 of the semester average. We do not weight the semester exam grade.

### **Cory-Rawson Graduation Requirements - 22 Credits Total**

- 4 Credits English Language Arts
- 4 Credits Mathematics - through Algebra 2
- 3 Credits Science - Biology, Physical, +1 advanced Science
- 3 Credits Social Studies - World, US History, US Gov't
- .5 Credit Health
- .5 Credit Physical Education
- .5 Credit Economics and Finance
- 1 Credit of Fine Art

## **Ohio Department of Education Graduation Requirements-Class of 23 & Beyond**

Earn minimum number of points on six end-of-course exams: Students must earn a passing score on Ohio's high school Algebra 1 and English 2 tests.

- Algebra 1 and Geometry
- Biology
- US History and US Government
- English

If a passing score is not achieved students have 3 options:

1. Demonstrate 2 Career-Focused Activities
2. Enlist in the Military
3. Complete College Coursework in the areas of math and/or English

All students will also earn 2 of the following diploma seals that link up with their goals and interests. One must be OH-designed

OH Designated Seals:

- Ohio Means Jobs Readiness Seal
- Industry-Recognized Credential Seal
- College-Ready Seal
- Military Enlistment Seal
- Citizenship Seal
- Science Seal
- Honors Diploma Seal
- Seal of Biliteracy
- Technology Seal

Local Seals:

- Community Service Seal
- Fine and Performing Arts Seal
- Student Engagement Seal

### **COURSE CREDIT (9<sup>TH</sup>-12<sup>TH</sup> GRADE)**

Credit will be awarded for each semester in which a student receives at least two passing grades on his/her grade card for the semester, with the exception of Millstream, which issues year-long rather than semester credit. For instance to receive .5 credits during the first semester of a course a student must have at least two passing grades from a combination of the 1st nine weeks, 2nd nine weeks, and first semester exam. Students may earn two .5 credits during year-long courses. If a student fails one semester and passes the other semester, however, only .5 credit will be awarded. For example, a student may fail the first semester, and pass second semester. In this instance, the student could make up the .5 credit from first semester via an online course, summer school, or by retaking the entire course during the following school year. If a student is repeating a failed semester during the school year the student must repeat both semesters of a class. Students may re-take a course, but the student will NOT receive double credit for the course. All failed courses required for graduation must be retaken. To receive credit in any subject a student must complete the course requirements by the end of the semester (unless there is an incomplete issued due to medical reasons). All high school courses (high school credits taken in middle school, or earned in CC+ courses, correspondence courses, summer school courses, etc.) will become part of a student's official transcript and will calculate into the cumulative GPA.

## **GUIDANCE DEPARTMENT**

The school counselor would like to take this opportunity to extend an invitation to every student to visit the guidance office at his/her convenience. One of the main aims of the counselor is to help you navigate successfully through this school. This means helping with your schedule plans, personal goals, and career plans. The counselor can also advise regarding college and career testing (PSAT, SAT, ACT), college scholarships, and personal files. Another important purpose of the department is the counseling and guidance of students concerning problems of every nature – social, emotional, and academic. The school counselor will meet with all high school students to develop and update high school graduation plans yearly. This plan includes earned high school credits, state test scores, earned and potential seals and future plans. You are welcome to visit the school counselor's Office during your study hall.

[Click here](#) or scan to view our Course Guide



### **Schedule Changes – class drop:**

Students can make schedule change requests before classes begin. Each request will be considered individually. Specific dates and times when schedules will be published can be found in the school newsletter, local paper, and the school email distribution list.

Students may withdraw from a class during the first week of the course without penalty by seeing the school counselor and getting the signatures of ***parents and the teacher*** on a class withdrawal form. Failure to follow the proper procedures will result in a failing grade for the course.

Students withdrawing after the first week of a course shall receive a “WF” (withdraw-fail grade) unless:

1. A counselor may recommend to an administrator a withdrawal without penalty after consulting with the student and parents and determining that there are extenuating circumstances.
2. A teacher may request a student be withdrawn. An administrator will make the decision after conferring with the teacher, student, counselor, and parents. The final decision of whether or not the student receives a WF will be made by the administrator.

A student ***withdrawing from school*** must report to the main office. He/she will then take the withdrawal form around to the teachers, turn in textbooks and pay any fines. When all teachers and the librarian have completed the form, it is to be returned to the office.

### **Change of Address or Telephone**

Inform the main office if you change your address or telephone number.

## **HOMEWORK POLICY**

The Cory-Rawson Local Schools recognize that homework is necessary and beneficial to the pursuit of academic growth. Homework should help students strengthen skills and study habits that will enable them to achieve their maximum potential as a learner. Homework assignments should be a relevant part of the curriculum that extend and reinforce learning experiences in school.

### **Types of Homework:**

*Preparation:* Involves preliminary study on a particular subject prior to class discussion.

*Practice:* Helps students strengthen skills and concepts taught in the classroom

*Extension:* Challenges students to go beyond the basic concepts presented and learned in the classroom

*Creative:* Requires students to integrate and apply their learning; this may include the use of projects

**Homework should adhere to the following:**

- Homework is a partnership; a cooperative effort between home and school.
- Homework should serve as a valid learning experience, not as a punishment.
- Homework should be relevant and meaningful.
- Students should be given clear directions on how to complete the assignment.
- Homework should be evaluated in a timely manner.
- Homework can be either short term (daily assignments) or long term (projects/programs/reports)
- Teachers should communicate how homework impacts grades.
- Appropriate consequences should be given for students that fail to complete homework.
- Teachers should use good judgment if assigning homework over the scheduled winter or spring breaks.

**Homework should adhere to the following time guidelines:**

The amount of time depends on a number of factors. These include: the student’s needs; the student’s age and grade; student’s work habits; the specific subject and its difficulty for the individual student; and the opportunities which the student has during the school day to complete homework.

**The following chart is suggested as a general guide. It should be noted that times will vary from individual to individual, at various times within a school year.**

<u>Grade Levels</u>	<u>Approximate Time</u>
Grades 7-8	60-90 minutes
Grades 9-12	Up to 120 minutes

**HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students, Stephanie Price, at 419-963-3415.

**HONOR ROLL**

Students qualify for the “All A Honor Roll” by being enrolled in at least three (3) classes and receiving all A’s.

Students qualify for the “A/B Honor Roll” by being enrolled in at least three (3) classes and receiving all A’s and B’s.

**High School Academic Diploma with Honors for Graduating Classes:**

Students and Parents should refer to the Ohio Department of Education website. Please click the link or scan the QR code below.

[Honors Diplomas](#)



**LIBRARY USE**

The district library media center is a facility maintained to help students find material needed for class assignments, to provide materials for recreational reading during study hall times.

1. Students may use the library during any of their study halls. All students are required to report to their assigned study hall at the beginning of each period. Once the teacher has taken attendance, students

will be allowed to go to the library. Students are reminded that the library is to be used for research, finding a book to read, or to use the computers.

2. There will be a limit of 12 students using the library from each study hall. However, **no student will ever be denied the use of the library for class assignments.** If you need to use the library in order to do class work, please be sure to explain this to the librarian so arrangements can be made for you to stay in the library.
3. The library must remain quiet so students and teachers may work without interruption. Therefore, NO TALKING is the general rule. Students abusing library privileges will lose the use of the library for two weeks. Continued abuse will result in permanent suspension of library privileges except for specific teacher assignments. In this instance you must have a written pass from a teacher stating the assignment.
5. All books, magazines, and pamphlets will be checked out for two weeks at a time, unless the material will be needed for an extended period of time-such as for a term paper, in which case you will need to be granted extended time.
6. If books are lost, the student is responsible for paying for materials. The student and the librarian will use every available means to locate lost materials before a fine is assessed. If these costs are *not* paid, the student will not receive his/her diploma, or else will have the schedule for the next year withheld until all costs are paid.
7. Students will *not* be permitted to go to their lockers during study time in the library. They should be sure to have all their books, Kleenex, pencils and other materials they will need with them when they come into the library.
8. Only students who bring a written pass from another teacher will be excused from the library. You **WILL NOT** be permitted to leave the library to get a pass from a teacher. Please give the pass to the librarian *before* the start of class.
9. Students who cut library study hall after signing in, forge a pass from a teacher, or leave the library without permission, will *lose their library privileges* and **will no longer be allowed to use the library** during study halls.

## **LOCKERS**

Students ***may NOT*** go to their lockers during class time, study hall or library without permission of a faculty member. Students should use their lockers before school, before lunch and after lunch.

The administration recommends that students use a combination lock on their lockers. If items are taken from a locker it will be the student's loss. No valuables should ***ever*** be placed in ***unlocked lockers.***

Students are not to write on, or put paste-on stickers on the inside or outside of their lockers. **All items hung inside/outside of lockers MUST be secured with magnets ONLY. Tape, glue, Command Strips, etc. may not be used on student lockers.**

Students are reminded that there is no expectation to privacy with regard to lockers as they are the property of the Cory-Rawson Board of Education and that they, along with the contents therein, are subject to random searches at any time without regard to any reasonable suspicion. (RC 3313.20)

Lockers should be clean and orderly. Food and/or drinks are not allowed to be kept in lockers. The only exception to this is food brought in for lunch.

Students who put a lock on their lockers must provide the principal with a key or the combination, so that the locker may be opened.

## **LUNCH TIME RULES**

1. Students may bring a lunch to school if they wish. All lunches are to be eaten in the cafeteria.
2. When a student has finished lunch, he/she is to take his/her tray to the appropriate window and throw all paper away. No paper or trays are to be left on the tables.
3. Students should remain in the cafeteria during the lunch period. The library, halls, and other parts of the building are ***off limits*** during lunch unless a faculty member has granted permission for a student to be in these areas

## **MEDICATIONS**

**General Guidelines: Please refer to the specific policy as provided at the beginning of the school year.**

Students may be permitted to possess and use prescribed medication during school hours when the building administrator has received the following:

1. Written permission from parent or guardian.
2. A physician's verification of the necessity for the medication to be taken during school hours and identification of the medication, dosage, and time interval it is to be taken. All medication, prescribed or OTC, must be in its original container when brought to school.
3. A statement releasing and holding the Board of Education and school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

***\*The above requirements can be met using a form available in the high school or middle school office.***

***No student should possess or use any prescribed medicine during school hours unless they have met the requirements above.***

The possession and use of non-prescription, over-the-counter medications during school hours is discouraged, but if health conditions require, students may possess a small amount of non-prescription medication for their own personal use.

## **NATIONAL HONOR SOCIETY SELECTION GUIDELINES (High School)**

Students may not apply for membership in the National Honor Society. Membership is granted only to those students selected by the faculty council.

According to the constitution of the National Honor Society, only those students with prior enrollment in the school the equivalent of one semester may be considered for membership. This period is necessary for students to establish themselves and for the faculty to get to know them.

Membership is never considered on the basis of grades alone, even though the faculty council may consider scholarship as the most important of the four criteria. Schools that select members solely on the basis of scholarship are violating the constitution of the National Honor Society, and placing their charters in jeopardy.

Students who qualify by meeting the scholastic requirement of the 3.2 or higher grade point average are notified and given a survey to complete if they want to be considered for membership by the faculty council. This form is three pages long and asks for information about the following: co-curricular activities, leadership positions, community activities, work experience, recognition, and awards. This information is helpful to the faculty council and should be as complete as possible.

Selection for membership is by majority vote of the faculty council based on outstanding scholarship, character, leadership, and service. Students and parents must realize that membership in this student organization is a privilege, not a right. Once selected, a member has the responsibility to continue to demonstrate these qualities.

The faculty council uses the following guidelines to help in the definition of leadership service, and character.

## **Leadership**

### **The student who exercises leadership:**

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercised influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability
- Demonstrates leadership in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted.

## **Service**

### **The student who serves:**

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers' dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaining
- Shows courtesy by assisting visitors, teachers, and students.

## **Character**

### **The student of character:**

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences or environment.

If you have any questions regarding the selection process, please contact Mrs. Tracy Stockwell, the Cory-Rawson National Honor Society faculty advisor.

## **NATIONAL JUNIOR HONOR SOCIETY SELECTION GUIDELINES (8<sup>th</sup> grade)**

Students may not apply for membership in the National Junior Honor Society. Membership is granted only to those students selected by the faculty council.

According to the constitution of the National Junior Honor Society, only those students with prior enrollment in the school the equivalent of one semester may be considered for membership. This period is necessary for students to establish themselves and for the faculty to get to know them.

Membership is never considered on the basis of grades alone, even though the faculty council may consider scholarship as the most important of the four criteria. Schools that select members solely on the basis of scholarship are violating the constitution of the National Junior Honor Society, and placing their charters in jeopardy.

Students who qualify by meeting the scholastic requirement of the 3.5 or higher grade point average in the 7th grade are notified and given a survey to complete if they want to be considered for membership by the faculty council. This form is three pages long and asks for information about the following: co-curricular activities, leadership positions, community activities, recognition, and awards. This information is helpful to the faculty council and should be as complete as possible.

Selection for membership is by majority vote of the faculty council based on outstanding scholarship, character, leadership, and service. Students and parents must realize that membership in this student organization is a privilege, not a right. Once selected, a member has the responsibility to continue to demonstrate these qualities.

### **OBJECTIONABLE MATERIALS/COURSE OF STUDY**

The Board of Education recognized that a course of study of certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent files a complaint in accordance with Board Policy 9130 regarding either the content or activities conflicting with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class for specified reasons or from use of certain instructional materials. The student, however, will not be excused from participating in the course and will be provided alternate learning activities to complete for a grade/course credit as directed by the classroom teacher. (Board Policy 2240)

### **ONLINE ELECTIVE COURSES**

Cory-Rawson High School strives to offer a variety of courses to students. From time to time, however, a student desires to take a course not included in the course catalog. In these instances, administrative approval is needed to enroll in an elective course. Once enrolled the student is expected to successfully complete the course within the established timeline. Students who enroll in an elective online course, but fail the course will accept financial responsibility for the failed course at a rate of \$100 per semester. Students are not financially responsible for courses assigned due to scheduling conflicts, credit recovery, or other course assignments initiated by the school.

### **SCHOOL DELAYS AND CANCELLATIONS**

In case of severe weather, please do not call the school. The official announcement for school delays or closings can be accessed from several different sources. The Ohio Alerts system will be used to notify all parents of school delays or closings. Parents and students may subscribe to the Alert system by going to the school webpage and following the directions under "General Info"- "Ohio Alerts". In addition, information will also be posted on the Cory-Rawson Electronic Community Listserv and may also be heard over the following radio stations: WFIN (1330 AM); WKXA (100.5 FM); WPFX (107.7 FM); WCKY (103.7 FM); WBVI (96.7 FM); WZOO (92.1 FM); WFGF (93.1 FM); WLJM (940 AM); WUZZ (104.9 FM); WIMA (1150 AM); WIMT (102.1 FM); WBUK (106.3 FM); WMLX (103.3 FM); WTGN (97.7 FM); WZRZ (107.5 FM), or the following television stations: WTOL TV (Channel 11), Toledo; WTVG TV (Channel 13), Toledo; WNWO TV (Channel 24), Toledo; and WLIO TV (Channel 35), Lima.

### **SCHOOL RESOURCE OFFICER (SRO)**

The School Resource Officer, working as an agent of the Board of Education, is in the school to assist in creating and maintaining a safe learning environment for youth. Officers are first and foremost law enforcement officers whose primary purpose is to keep the peace in the school community so that students can learn. Officers are also

counselors in the sense that they provide guidance to students and act as a link to support services both inside and outside the school. Finally, officers are teachers who provide the school with additional resources by sharing their expertise in the classroom.

## **SCHOOL PUBLICATIONS**

Publications such as the student newspaper and yearbook are connected to the overall school program and subject to editorial control by the school's authorities.

## **SENIOR CLASS TRIP**

Seniors who are ineligible for graduation will not be allowed to go on the class trip. Any unused money remaining in the class fund will be donated back to the school in some manner (i.e., planting a tree, donating books to the library, some type of addition or improvement to the school). Seniors who do not go on the class trip must attend school while seniors are away. Students with excessive absences or behavioral problems may not be permitted to attend the class trip. Principal has final say in participation in the class trip.

## **STUDENT CONDUCT CODE**

A major component of the educational program at Cory-Rawson is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others
- complete assigned tasks on time
- help maintain a school environment that is safe, friendly and productive
- act at all times in a manner that reflects pride in self, family and in school

House Bill 421, which became law on June 4, 1976, brings with it the requirement that a student conduct code be formulated and adopted for each school district in the State of Ohio. The two areas covered in this code are (1) the procedures to be employed in suspensions, expulsion and removals, and (2) the type of conduct that will lead to such disciplinary action.

It is the belief of the Cory-Rawson Local Schools that penalties for misconduct should be shaped to fit the situation or incident. Each discipline situation should be considered on an individual basis. However, we do believe that consistency is important and that the penalty for similar acts of misconduct should, as far as possible, be similar. ***Any student aiding and/or abetting other students in violating any school rules could be disciplined as though the student violated the school rule him/herself.***

An employee of the Board of Education may administer the penalty or punishment for misconduct at the time of infraction. The more serious situations will always be handled by the building Principal with only the extreme problems being referred to the Superintendent. The lines of responsibility as spelled out in the district policy book will be followed. ***The following regulations apply to students at school, on school property, on the school bus, or anywhere a school activity is taking place and regardless of where or when if directed at a district official or employee, or the property of such official or employee.***

The following conduct will be the types of behavior that may result in assignment to a study table, staff detention, administrative detention, extended detentions, in- school placement, alternative school, out of school suspension, expulsion and/or notification of proper law enforcement agencies:

### **A. Disruption of School**

- A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, horseplay, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities. False fire alarms or bomb threats are also prohibited as part of this policy and may result in criminal prosecution.
- Students are not permitted to bring games (including cards) to school without prior permission from the principal.

**B. Damage to School Property**

- A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.

**C. Damage to Private Property**

- A student shall not cause, incite or attempt to cause damage to private property on school premises or at any school activity on or off school grounds.

**D. Non-School Time Violations**

- A student shall not harass, vandalize, physically abuse or be disruptive in any way towards school personnel during non-school time.

**E. Assault/Harassment**

- A student shall not cause mental or physical harm, or behave in such a manner that could threaten to cause mental or physical harm to school staff members, other students, or other persons, while under the jurisdiction of the school. No student shall engage in any act of sexual harassment. Sexual harassment includes unwelcome sexual advances, improper physical contact, or inappropriate sexual remarks. In addition, no student shall engage in any activity that has the effect of being derogatory in nature towards other races, the ethnic background, or the religion of other students, staff, or other persons.

**F. Weapons and Instruments of Violence**

- A student shall not possess, handle, transmit or conceal any object that might be considered a weapon or instrument of violence. This list is not totally inclusive but some examples are: firecracker, smoke bomb, sharp instrument, gun, knife, brass knuckles, chemicals, gases, and mace. Possession or use of a weapon or instrument of violence may result in expulsion and/or criminal charges on the very first incident. (RC 2923.122)

**Federal law** requires that any student who brings a firearm on school property is to be expelled from school for a period of one year. A firearm, under Federal law is defined as:

1. Any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive;
2. The frame or revolver of any such weapon;
3. Any firearm muffler or firearm silencer;
4. Any destructive device, not including an antique;
5. Any object that is indistinguishable from a firearm.

**G. Use of Tobacco**

- A student shall not possess, sell, distribute or use tobacco in any form (including e-cigarettes) within the school building, on school property, or at school events.

**H. Alcoholic Beverages, Drugs of Abuse, Chemical Abuse**

- A student shall not possess, use, transmit, sell, conceal or consume any alcoholic beverage, intoxicant, inhalant, counterfeit controlled substances, or any of the drugs of abuse. This provision shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, a student shall not consume any alcoholic beverages, intoxicants, or drugs of abuse at any time before the student's arrival at school or at a school-sponsored activity, function or event.
- Alcoholic beverages includes wine coolers and beverages advertised as alcohol substitutes such as "non-alcoholic" beer. Examples of drugs of abuse include, but are not limited to: narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, as well as look-alikes, synthetics, or other substances that could modify behavior.
- A student shall not possess, use, transmit, sell or conceal any drug-of-abuse instrument or paraphernalia (for example hypodermic needle, syringe, water pipe, roach clip).

Students may face criminal charges for violation of drug and alcohol rules. In addition, students may also have their driver's license revoked or be denied having it issued for violating this policy. (RC 3321.13, SHB 204)

The student who is taking prescription medicine under a doctor's direction would be an exception. Verification of this must be presented to the principal.

Students who show evidence of having consumed drugs of abuse or alcohol or who are in possession of a "mood modifier" and/or drug related paraphernalia will be immediately removed from classes pending further investigation.

#### **I. Theft/Unauthorized Possession**

- A student shall not take or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

#### **J. Fighting**

- A student shall not initiate or participate in any form of physical confrontation on school grounds or off of school grounds at any extracurricular activity or function. Hitting a school employee, student or other person while in school, on school grounds, or at a school activity is strictly prohibited.

#### **K. Frightening, Degrading, Disrespectful or Disgraceful Acts**

- A student shall not engage in any form of hate speech, or in any act which frightens, degrades, or tends to frighten, degrade, disrespect, or disgrace teachers, students, or other persons by written or verbal means, or by means of gestures or pictures. Violation could be a serious criminal act and a violation of the conduct code.

#### **L. Insubordination**

- A student shall not disregard or refuse to obey reasonable directions given by school personnel.

#### **M. School Transportation**

- Students shall comply with the school bus rules as stated in this handbook.

#### **N. Dress Code**

- Students shall comply with the dress code policy as stated in this handbook.

**O. Forgery/Cheating**

- It is expected that all students will be honest on all tests, assignments, etc. and no student will engage in the conduct of cheating, or forging passes. Students' work must be their own and any form of forgery is prohibited. Cheating would also result in an automatic "F" for that particular test, paper, or activity. A student shall not forge a parent's, guardian's, staff member, or other student's name on any correspondence or pass. A student shall not use or create a fraudulent pass or note.

**P. Public Displays of Affection**

- Students shall not commit any inappropriate display of affection and/or bodily contact beyond hand-holding while on school premises, while in the custody of school personnel, or in the course of any school-related activity.

**Q. Repeated Violations of Directions, Policies, Rules, Etc.**

- A student shall not repeatedly fail to comply with directions, policies, rules, etc. of teachers, student teachers, substitute teachers, teacher's aides, the principal or other authorized school personnel, during any period of time when the student is properly under the authority of such school personnel.

**R. Hazing/Bullying**

- No student shall participate in any acts of hazing or bullying. The anti-hazing and bullying policies for the District are stated in this handbook.

**S. Unauthorized Use of Fire**

- A student shall not use or possess matches, lighters, firecrackers, explosives, or other fire starting devices without proper school authorization.

**T. Cellular Telephones and Electronic Communication Devices**

- **Students should refer to the District Cell Phone and Technology Policy provided to all students at the beginning of the school year.**

**Levels of Discipline**

The following levels will be used in the discipline system. Failure to serve an assigned consequence will result in additional disciplinary consequences at the discretion of the building principal.

1. **Initial disciplinary consequences** will be in the form of verbal warning along with other accepted means of treating minor forms of misconduct.
2. **Lunch Detentions** are assigned by staff members or the building principal; students must report at the assigned date and time to the assigning staff member.
3. **Before- or After-School Detentions** are assigned by the building principal or designee; students are to report to the assigned location from 3:05-4:05 PM on the assigned date. Students and parents will receive a written notice prior to the assignment.
4. **In-School placement:** A student who earns an in-school placement will be counted as present in school, but as "excused absent" for classes. The student will be given work to do during the term of placement and will be given credit for work completed while in the in-school placement. The student will lose any early release

privilege and will be denied participation in any extracurricular activities scheduled on or between the dates of placement.

5. **Out-of-School Suspension:** A student who earns an out-of-school suspension shall not be allowed on any property of the Cory-Rawson School District except for an appeal or an expulsion hearing. All days of out-of-school suspension are counted as days of unexcused absence on the student's attendance record. The student is responsible for making arrangements to get and keep up with class work. The student will not be allowed to participate in any school sponsored or related activities scheduled on or between the dates of suspension.
6. **Millstream Vocational School:** Students receiving suspensions from Millstream Vocational School will serve the identical period of time suspended from Cory-Rawson High School.
7. **Alternative to Suspension:** Under certain circumstances, and on a case-by-case basis, the principal may assign a student an alternative to a suspension. Possible alternatives include, but are not limited to: after school detention, after school year detention or assignment, and assignment to the Hancock County Alternative Opportunity Center.
9. **Suspensions or expulsion will be administered using the following guidelines:**
  - a. The Principal or Superintendent must give written and oral notice of the intention to suspend to the student.
  - b. The student must be given the opportunity to respond to the charges at an informal hearing before the Principal or Superintendent.
  - c. The parent or guardian will be notified in writing as to the suspension, the reasons for the suspension, and the right of the parent or guardian to appeal the decision.

10. **Expulsion:** *In most instances, expulsion will be administered after other avenues have been exhausted and will be administered using the following guidelines:*

- a. Parents will be notified as to the time and place for a hearing regarding the expulsion. This hearing will be held before the Superintendent.
- b. After the hearing, the parents may appeal to the Board of Education and formal action of the Board will be taken at an open meeting at which time the Board may affirm the expulsion or reverse the action.

## **CORPORAL PUNISHMENT**

The Cory-Rawson Board of Education does not permit the use of corporal punishment as a disciplinary measure. The Board believes that this prohibition on the use of corporal punishment is consistent with current research regarding the lack of effectiveness of corporal punishment, as well as the belief that corporal punishment conveys a message to the pupil that the infliction of physical pain is an appropriate way of resolving conflict. This notion is contrary to present thinking regarding breaking the cycle of physical abuse in our society.

School employees may use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; or for the protection of persons or property.

The use of restraint as defined herein shall not be considered corporal punishment. School employees must feel free to use whatever reasonable measures are appropriate at the moment if it is necessary to prevent a pupil from physically harming himself/herself or others.

**Enforcement of the Student Code of Conduct** (The principal reserves the right to contact the proper authorities concerning any offense.)

The following Discipline Matrix outlines the consequences of the most common types of discipline infractions and identifies levels of discipline for repeated offenses. This matrix only serves as a guide. Depending on the frequency, duration, and severity of behavior steps in the matrix may be skipped at the discretion of the building principal. Behaviors covered by the discipline code and not included by this matrix shall have consequences at the

principal's discretion. These consequences include warning, detention, supervised lunch, Saturday school, in-school placement(ISS), out-of-school suspension (OSS), and recommendation for expulsion.

## **DISCIPLINE MATRIX**

<b><i>Infractions</i></b>	<b><i>First Offense</i></b>	<b><i>Second Offense</i></b>	<b><i>Third Offense</i></b>	<b><i>Fourth Offense</i></b>
Alcohol, Drug or Chemical (*)	10 OSS and RFE (RWI)	10 OSS and RFE	Spaces left blank are left to the judgment of the principal. However, the consequence shall <b><i>not</i></b> be less than preceding offense's consequence.	
Class Cut	Detention=1 for each period	2 Detentions	OSS/ALT	3 OSS/ALT
Dress Code	Warning	Detention	2 Detentions	ALT/OSS
Fighting	5 OSS (unless extreme)	10 OSS/ALT		
Insubordination/Disruptive Behavior	Detention (Depending on Severity)	Extended Detention (depending on severity)	OSS/ALT	3 OSS (Depending on severity)
Leaving school w/o permission	Extended Detention	2 Extended Detentions	OSS/ALT	
Profanity or Obscene Language	Detention	2 hour detention	Extended Detention	OSS/ALT
Public Display of affection (beyond what is acceptable)	Warning	Detention	2 hour Detention	Extended Detention
Unexcused Tardy to School	Warning	Warning	Warning	Detention based on frequency
Unexcused Tardy to Class	Warning	Detention	2 hour Detention	Extended Detention
Theft	Less than \$20=3 OSS/ALT; Greater than \$20=5 OSS/ALT			2 <sup>nd</sup> : 10 OSS/ALT
Tobacco/Vaping	3 OSS/ALT	5 OSS/ALT (RWI)	10 OSS (RWI)	10 OSS and RFE
Truancy	Extended Detention	Extended Detentions/ALT	ALT and Juvenile Court Referral	
Unexcused Absences	Extended Detention	Extended Detention and/or Truancy Referral. See Policy for more details.		
Weapons	10 OSS and RFE (RWI) .			

**This matrix only serves as a guide. Depending on the frequency, duration, and severity of behavior steps in the matrix may be skipped at the discretion of the building principal.**

RFE = RECOMMENDATION FOR EXPULSION  
 RWI = REDUCTION OF CONSEQUENCE WITH INTERVENTION APPROVED BY THE PRINCIPAL  
 OSS = OUT-OF-SCHOOL SUSPENSION  
 OSS/ALT = OUT-OF-SCHOOL SUSPENSION OR ALTERNATIVE SCHOOL

## **STUDENT DRESS CODE**

Under Section 3313.20 O.R.C., the Cory-Rawson Board of Education is responsible for the establishment of reasonable rules and regulations as are necessary for governing pupils. A student's dress and personal appearance are the basic responsibilities of his/her parents. However, school dress should be such that it insures the health, welfare and safety of the members of the student body and enhances the positive image of our students and school. Any form of dress or grooming that attracts undue attention, is derogatory toward any group or individuals, that disrupts the educational process or violates the previous stated rationale is unacceptable.

The Board of Education and administration realize that current fads sometimes dictate what students wear. Regardless, students are expected to be neat, clean and display good habits of personal grooming. **In all cases, the building principal is authorized to determine what fads are acceptable based on the above stated rationale.**

### **All students**

1. All students may wear shorts throughout the school year. Shorts and skirts should not be shorter than mid-thigh. ***Final determination rests with the principal.***
2. Clothing should be clean and neat. Jeans may be worn with a hole/rip mid-thigh or lower. If the hole or rip is above mid-thigh, no skin or underwear may be visible. Any clothing that is too tight, too loose, promotes a sloppy look is not permitted. Examples of unacceptable clothing would include, boxer underwear worn as exterior clothing and long-john underwear.
3. Any clothing which advertises or displays inappropriate language, graphics, drugs, alcohol, tobacco or is sexually suggestive is not permitted.
4. Shoes or sandals must be worn for health and safety reasons. Slippers are not permitted.
5. Hoods are not permitted to be worn in the building during the school day.
6. Body Piercing may be worn following these guidelines:
  - a. Ear piercings/ gauges must be able to be taken out. (Exceptions starter posts)
  - b. Ear gauges must not be bigger than 8mm.
7. Clothing or accessories that identify a student as part of a gang are not permitted. This would include chains, spiked collars or bracelets, dramatic makeup such as teardrops, white face paint or excessive eye liner.
8. Sunglasses may not be worn in the school building with the exception of legitimate medical reasons.
9. Hair is to be well groomed; hair should not fall over the eyes.
10. Facial hair should be well groomed, neat and trim. Scruffy, long beards will not be permitted. ***Final determination rests with the principal.***
11. Mesh shirts must have an additional shirt worn underneath. Tank tops must be no less than 1 ½ inches) with no undergarments visible. No spaghetti straps are permitted. Shirts must not be cut in such a way at the arm hole to expose the chest. Tops considered "revealing" or expose the midriff are also not acceptable.
12. Pants must be worn at the waist with no undergarments visible.

### **Students who wear inappropriate clothing may be asked to do one of the following, depending on the clothing in question.**

1. If it is an inappropriate shirt, turn it inside out or be given an alternate shirt to wear.
2. For other inappropriate clothing, contact the parent to bring a change of clothing.
3. Student may be placed in the office for the remainder of the school day, if appropriate clothing cannot be provided.
4. Students will be warned or asked to change for the first offense; repeated offenses will result in an administrative detention. Repeated violations may result in extended detentions or suspensions.

## **STUDENT RECORDS**

In compliance with Federal regulations, the following guidelines will apply to student records:

1. The Principal, Secretary, and School Counselor are the Records Control Officers for grades 7-12 and are responsible for the processing and maintenance of all student records. The office may be reached by calling 419-963-2611. Each student's records will be kept in a confidential file in the high/middle school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulations.
2. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied

with the accuracy of the records or within the District's compliance with the Federal Education Rights and Privacy Act (FERPA).

3. The District has established the following information about each student as "directory information" and will make it available upon request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within 3 days from the date of notification that s/he will not permit distribution of any or all of such information: name; address; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any information which would not generally be considered harmful or an invasion of privacy, if disclosed. Please note student telephone numbers are not considered to be directory information.
4. A copy of the Board of Education's policy and the accompanying District regulations are available at the Superintendent's office. There will also be a person available to answer any question concerning the policy regulations.

## **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the building principal to inquire about evaluation procedures, programs, and services.

## **STUDY HALL**

Study Hall is a place for students to complete academic work within the school day. The rules below are in place to create an environment where this work may take place.

1. Talking is not allowed without teacher permission.
2. Study Hall is considered a classroom, therefore cell phones are not allowed.
3. Students must have a pass to leave study hall.
4. Students should have enough materials to work the entire period.
5. Trips to the restroom, locker, etc., will be limited.
6. Students tardy to study hall are considered unexcused unless they have a pass.
7. School technology (Chromebooks, laptops, desktop computers, etc.) may only be used for educational purposes.

## **STUDENT PASSES**

When classes are in session, students should be in the classroom. If students are not in class, they are expected to have a pass from the classroom teacher. Failure to have a pass may result in disciplinary consequences.

## **SURVEILLANCE CAMERAS**

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds. 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.

## **TEXTBOOKS**

Each student is directly responsible for the textbooks, etc. issued to him or her. Damage to or loss of the books will be charged to that person. The teacher will estimate the damage of the book.

## **TRAINING RULES**

Cory-Rawson High School believes strongly that athletes are persons who have a strong influence both in the community and among the student body. Athletes are being watched constantly, even by younger students, and have the responsibility of showing good wholesome leadership to those around them. Also, since good physical conditioning is a requirement for successful participation, all athletes are directed to refrain from the use of drugs, alcohol, tobacco, steroids and look-a-like drugs in any form and to set a proper example in all areas of training.

The following training rules are established for all athletes and cheerleaders in grades 7-12. All rules will be applied over two separate and distinct "careers." Middle School Career is comprised of the 7<sup>th</sup> - 8<sup>th</sup> eligibility years. The High School Career begins with an athlete's 9<sup>th</sup> grade eligibility and ends four years later at the end of his/her high school eligibility. All athletes are given a clean slate when they enter their High School Career. All left over or remaining consequences from the Middle School Career are waived.

These rules are in effect from the first day of fall sports practice the initial year of an athlete's eligibility career, until the last day of school or any athlete's last day of competition in the spring whichever is later, of an athlete's career, excluding summers. Summer begins after the last day of school or the last spring competition, whichever is later. Summer ends the first day of fall practice.

### **1.) Tobacco, vapes, drugs, alcohol, steroids, or look-a-like drugs (such as caffeine pills/caffeine pouches):**

**Possession, use, trafficking, or sale of these items is prohibited.** Drugs include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other mood-altering substance not being taken under a doctor's order. Tobacco includes cigarettes, cigars, pipe tobacco, chewing tobacco or snuff, vape pens, electronic cigarettes or the like. Alcohol includes beverages sold as an alcohol substitute, such as non-alcoholic beer.

**a. First Offense** - The athlete or cheerleader shall be denied participation in the sport they are currently in, or the first sport they participate in after the infraction if not currently participating in a sport, for a total of 20% of the regularly scheduled games, meets or matches. Scrimmages are not considered. (Where a fraction results, the number will be rounded off to the nearest whole number.) If the infraction occurs near the end of the season, the number shall be calculated as above and applied to the remaining games including tournament games up to the appropriate number or carried over to the next sport the athlete participates in and completes on a pro-rated basis. The 20% consequence must be completed during a sport season (s) in which the athlete remains on a team for the entire season. Failure to remain a member of a team until completion of the sport season will result in any previously served consequence from that sport being voided and the athlete will be denied participation until the 20% rule is realized in a complete sports season.

**Example:** An athlete commits an infraction during football with one game remaining. The team does not make the playoffs. He is denied participation for the remaining game (10% of a 10 game season). He then goes out for basketball. This athlete must sit out the remaining 10% (total of 20%) of the basketball season (2 games of a 20

games season). The athlete must complete the basketball season or previously served consequences are voided and the athlete will be denied participation until the 20% rule is realized in a complete sports season. This carry over includes carrying over from a spring sport to a fall sport. The A.D. and Principal shall determine each situation and pro-rated figure based on the 20% formula for each sport.

**Additionally**, the athlete **must**

- 1.) submit to a drug, alcohol, tobacco evaluation at an accredited evaluation center,
- 2.) give a copy of the results and recommendations to the Principal for review, and
- 3.) follow through with those recommendations. Any cost of the evaluation and follow up program will be the responsibility of the athlete or his/her parents.

**Any athlete required to have the evaluation will be denied further participation in any sport for their respective career until this evaluation is conducted. Once he/she sits out the 20% he/she can begin participation as long as he/she continues the follow up recommendations of the evaluation.**

**b. Second Offense** - The athlete will be denied participation in any sport for one calendar year, beginning the athlete's first day of ineligibility, within their respective careers and will not receive any athletic awards for the sports they are in at the time of the infraction. **Additionally**, the athlete **must** submit to a **second** drug, alcohol, tobacco evaluation at an accredited evaluation center, give a copy of the results and recommendations to the Principal for review, and follow through with those recommendations. Any cost of the evaluation and follow up program will be the responsibility of the athlete or his/her parents.

**Any athlete required to have the evaluation will be denied further participation in any sport for their respective career until this evaluation is conducted.**

**c. Third Offense** - The athlete is denied participation in any sport for the remainder of their respective careers.

**Note:** Any athlete referring him/herself to a coach for a drug, alcohol, tobacco evaluation at an accredited evaluation center prior to the coach having any knowledge of an infraction will not be subject to the first offense consequences provided he/she has the evaluation, gives a copy of the results and recommendations to the Principal for review, and follows through with any recommendations of the evaluation. Any cost of the evaluation and follow up program will be the responsibility of the athlete or his/her parents.

**Any athlete who refers himself/herself for an evaluation will be denied further participation in any sport for their respective career until this evaluation is conducted.**

**2.) Conduct inappropriate for an athlete:**

a. **First Offense** - The athlete or cheerleader shall be denied participation in the sport for a total of 20% of the regularly scheduled games, meets or matches. (Where a fraction results, the number will be rounded off to the nearest whole number.) If the infraction occurs near the end of the season, the number shall be calculated as above and applied to the remaining games including tournament games up to the appropriate number. Any serious acts of misconduct will be handled by the coach, athletic director, and principal and could result in the denial of participation for the remainder of the season.

b. **Second Offense** - The athlete or cheerleaders shall be denied participation for the remainder of the current sports season and will not receive any athletic awards.

**3.) Appeals Process:** The decisions of a coach regarding training rule infractions may be appealed as follows. In all levels of the appeal process, parents will be notified of the time and place of the appeal conference and will be encouraged to attend.

**Level 1** - Appeal may be made to the athletic director. In this case both the coach and the participant must be called together for a conference. Either or both parties may be represented by persons of their choosing.

Level 2 - Appeal may be made to the high school or middle school principal, as appropriate. All parties mentioned above must be called together for a conference. Either or both parties may be represented by persons of their choosing.

Level 3 - Appeal may be made to the superintendent of the Cory-Rawson Local Schools. All parties to the dispute or issue must be present at a conference held for resolution of the matter. Either side may be represented by persons of their choosing.

Level 4 - Appeal may be made to the Cory-Rawson Board of Education. This appeal conference may be held in executive session at the request of either party. All parties to the dispute or issue must be present at this conference held for resolution of the matter. Either side may be represented by persons of their choosing.

In addition to the training rules outlined above, individual coaches may set regulations which affect their sport. Coaches of all sports must abide by minimum standards in terms of student dress, as defined by the school dress code.

## **UNPAID BILLS**

In the event that financial obligations are not met for lost books, fees, etc., the school reserves the right to withhold all grade cards, transcripts, and other pertinent information until said obligations are met. Seniors will not be allowed to participate in graduation exercises, receive their diploma or be allowed to go on the senior trip until all bills are paid. Seniors needing to pay fees the last month of school will need to pay in cash. No checks will be accepted for payment of fee amounts. Letters will be mailed home quarterly reminding parents/guardians of fees due.

Instead of withholding nine week grade cards for unpaid fees, students will not be permitted to attend field trips and dances if their fees are not paid. Field trips are not a mandatory part of school, but rather a privilege to extend learning in a fun, yet meaningful way. Dances are also not mandatory but a vital part of social development in young adult's lives. The following fee schedule will be followed to permit students' attendance on field trips:

### ■ **Example: \$40.00 School Fee**

- |  |  |
|--|--|
| ■ 1 <sup>st</sup> Grading Period: 25% of total fee paid  | 1 <sup>st</sup> Grading Period: \$10.00 paid |
| ■ 2 <sup>nd</sup> Grading Period: 50% of total fee paid  | 2 <sup>nd</sup> Grading Period: \$20.00 paid |
| ■ 3 <sup>rd</sup> Grading Period: 75% of total fee paid  | 3 <sup>rd</sup> Grading Period: \$30.00 paid |
| ■ 4 <sup>th</sup> Grading Period: 100% of total fee paid | 4 <sup>th</sup> Grading Period: \$40.00 paid |

## **VISITORS TO SCHOOL**

All visitors to school rules will follow district protocols.

The principal must approve visitors of high school students. Visiting students will be kept to a minimum and will only be allowed for educational purposes. Parents/guardians who wish to observe classes should make arrangements with the teacher(s) and principal prior to the date of visitation. **Visitation during lunch period is ONLY permitted with prior administrative approval.** Upon entering the building, all visitors are to report to the Main office to sign in.

## **WORK PERMITS**

Any student who has a job outside the school, and is under eighteen (18) years old, should obtain work permit forms in the high school office. Completed forms must be taken to the office for issuance of the work permit.

## **NOTIFICATION POLICY OF NON-DISCRIMINATION**

It is the policy of the Cory-Rawson School District that educational programs and activities are provided without regard to race, color, creed, national origin, gender, disability, religion, ancestry, place of residence within the boundaries of the District, or social/economic background.

To carry out these policy statements, persons and offices as identified herein shall be responsible for the compliance within designated areas:

### **TITLE IX COORDINATOR**

(non-discrimination on the basis of gender)

Brianna Gerten, Principal, Phone 419-963-3415

### **TITLE VI COORDINATOR**

(non-discrimination on the basis of race, color, creed, national origin, religion, ancestry)

Jay Clark, Superintendent, Phone 419-963-3415

### **SECTION 504 COORDINATOR**

(non-discrimination on the basis of disability)

Trisha Delaney, Principal, Phone 419-963-7017.

Questions or requests for information should be directed to the appropriate office or person.



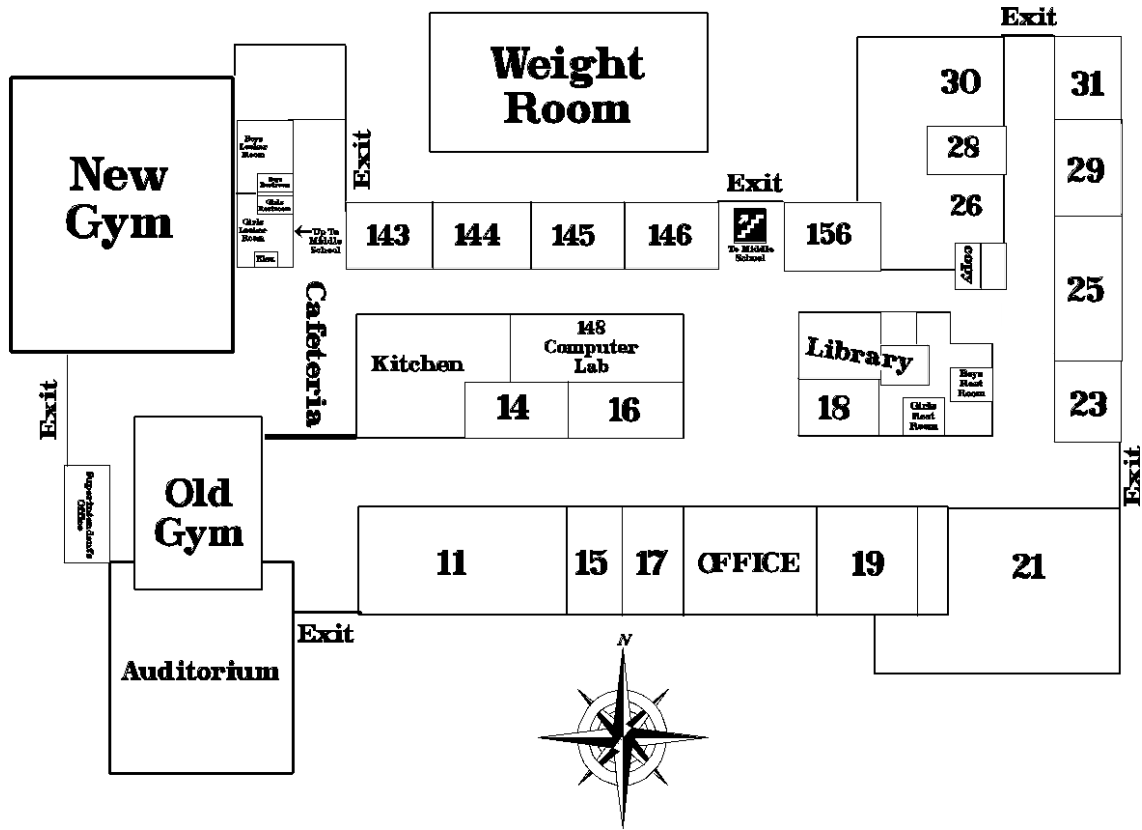
**988**  
SUICIDE  
& CRISIS  
LIFELINE  
*Ohio*

**Having thoughts of suicide or experiencing a behavioral health crisis? There is hope.**

**Call or text 988 or chat [988Lifeline.org](https://988lifeline.org) for 24/7, confidential support.**

**SCHOOL MAPS**

**HIGH SCHOOL MAP**



# Cory-Rawson Middle School

District IRN: 047431, Building IRN: 025759

3930 CR 26 (2nd Floor)  
Rawson, OH 45881  
419 963-3161

Maintenance: W. Young 419 722-1

