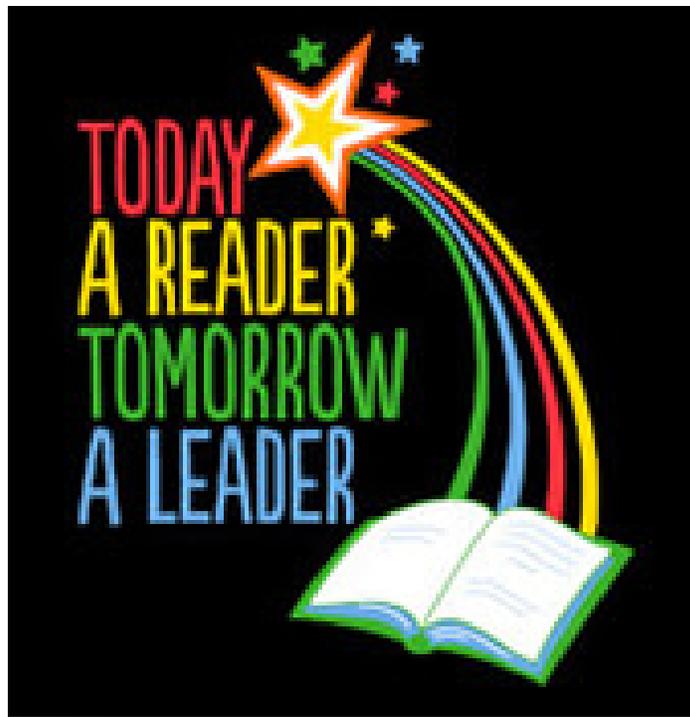


***CRESTVIEW
ELEMENTARY
STUDENT
HANDBOOK***



2019-2020

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FORWARD

This Student/Parent Handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board of Education policies and procedures. This handbook contains important information that you should know. Please take time to become familiar with the following information and keep this handbook available for frequent reference. If you have questions that are not addressed in this handbook, you are encouraged to ask your teachers or principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board of Education's policies and the rules of Crestview Elementary School as of July 1, 2019. If any of the policies or administrative guidelines referenced herein are revised after July 1, 2019, the language of the most current policy or administrative guideline prevails. Copies of the current Board of Education's policies and administrative guidelines are available on the Crestview Local Schools website.

MISSION OF THE SCHOOL

The mission of Crestview Local Schools is to provide a safe environment whereby the school and the community maintain a partnership which prepares students to become productive, participating citizens engaged in life-long learning.

EQUAL EDUCATION OPPORTUNITY

Crestview Local Schools 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 Crestview Local Schools Compliance Officers:

Jessica Schuette
Elementary Principal
419.749.9100, x1002

Trent Kreischer
MS Principal
419.749.9100, x2003

David Bowen
HS Principal
419.749.9100, x 2002

Complaints will be investigated in accordance with the procedures described later in this handbook. Any student

making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officers can provide additional information concerning equal access to educational opportunity.

SCHOOL DAY

The elementary school office is open from 7:30 a.m. until 4:00 p.m. Students may begin arriving no earlier than 7:40 a.m. **The tardy bell rings at 8:00 a.m.** School is dismissed at 3:00 p.m.

STUDENT RESPONSIBILITIES

The rules and procedures at Crestview Elementary School are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If for some reason this is not possible, the student should seek help from the principal or the student's teacher(s).

In order to keep parents informed of their child's progress in school, parents and legal guardians will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. Crestview Elementary School staff, however, may use the U.S. Postal Service, electronic mail, text-messaging or hand delivery when appropriate. Parents and legal guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

Ohio law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

The form needs to be on file by the second day of the student's attendance, or the child may not participate in physical education classes or recess until the form is returned.

Parents or legal guardians of students with specific health care needs should deliver written notice about such needs, along with physician documentation to the school nurse.

INJURY AND ILLNESS

All injuries must be reported to a teacher, school nurse, or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office or the school nurse will follow the school's emergency procedures and attempt to make contact with the student's parent(s) or legal guardian(s).

A student who becomes ill during the school day should request permission to go to the school nurse. The school nurse or the principal will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, Ohio law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under a district's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. An **original** birth certificate or similar document
- B. Student's social security card (optional)
- C. Court papers allocating parental rights/responsibilities, or custody (if appropriate)
- D. Proof of residency
- E. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents or legal guardians will be notified about documentation required to establish permanent enrollment. Temporary enrollment may not exceed 60 calendar days.

Students enrolling from another school must have an official transcript from their previous school in order to have grades and academic progress transferred. Office personnel will assist in obtaining the official transcript by having the parent or legal guardian sign a ***Request for Records*** form to be mailed or faxed to the student's previous school.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

In addition, if a student resides in the Crestview Local Schools district with a grandparent and is the subject of a: 1) power of attorney designating the grandparents as the attorney-in-fact; or 2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school-related matters, and discuss with the school the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the school with a duly executed and a notarized copy of a power of attorney or caretaker authorization affidavit.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to school during the period of suspension or expulsion even if that student would otherwise be entitled to attend school at Crestview Elementary School. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to school during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the school had the student committed the offense while enrolled in this school district. Prior to denying admission, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors determined to be relevant.

If a student has recently been discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into Crestview Elementary School, the student will not be admitted until

the following records required to be released by DYS have been received:

- A. An updated copy of the student's grades
- B. A report of the student's behavior while in DYS custody
- C. The student's current individualized education program (IEP), if an IEP has been developed for the child
- D. A summary of the instructional record of the child's behavior

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and program. Any questions or concerns regarding academic assignment should be discussed with the principal.

Schedules are provided to each student in grades 4 and 5 at the beginning of the school year or upon enrollment. Schedules are based upon students' needs and available class space. Any changes in a student's schedule must be approved by the principal.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian; or (b) the parent or guardian or the parent's or guardian's designee coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian or the parent's or guardian's designee without written permission signed by the custodial parent(s) or guardian on the *Who Can Pick Up My Student* form.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with Ohio law.

Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspensions and/or expulsions only, will be transferred to the new school within fourteen (14) days of the parents' notice or request.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. For the safety of all students, the principal may remove a student from school for not meeting state requirements if a student does not have the necessary immunizations or authorized waiver **by the student's fifteenth (15th) day of attendance.** Any questions about immunizations or waivers should be directed to the school nurse or the principal.

EMERGENCY MEDICAL AUTHORIZATION

A complete *Emergency Medical Authorization form* must be on file at Crestview Elementary School in order for a student to participate in any activity on or off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The *Emergency Medical Authorization* form is provided at the time of enrollment and at the beginning of each school year. **The form needs to be on file by the second day of the student's attendance or the child may not participate in physical education classes or recess until the form is returned.**

USE OF MEDICATIONS

Students who must take prescribed medication during the school day must comply with the following guidelines:

Prescribed Medications:

- A. Parents or legal guardians should determine with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form(s) must be filed with the school nurse, before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. *The forms should include the following information: name of student, name of medication, dosage, and time and date that medication is to be administered, precautionary measures or adverse reactions, any special instructions.* Such forms must be filed annually and as necessary for any change in medication.

- C. All medications must be registered with the school nurse and **must be delivered to school in the containers in which they were dispensed** by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered. Students who carry asthmatic inhalers may keep an extra inhaler in the nurse's office.
- D. Medication that is brought to the nurse's office will be properly secured. Except as noted below, medication must be delivered to the nurse's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Other than an asthmatic inhaler, students may not bring medication to school. Students may carry asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back-up dose to the school nurse. Students are strictly prohibited from transferring emergency medication or inhalers to any other students for their use or possession.
- a. Medication may be conveyed to school directly by the parent or transported by transportation personnel at parental request. This should be arranged in advance.
 - b. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by the school nurse when a prescription is no longer to be administered or at the end of the school year.
- F. The parents or legal guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time.

- G. The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Non-prescribed (Over-the-Counter) Medications:

No staff member, with the exception of the school nurse or her designee, will dispense non-prescribed over-the-counter (OTC) medication to any student. Parents may provide and may authorize the school nurse to administer a non-prescribed medication in writing; in such cases, a physician's authorization is not required, but the OTC medication needs to be in its original container and labeled appropriately. Students may not self-administer non-prescribed medications or keep non-prescribed medication in their possession.

Dr. Paul Kalogerou has written the following orders for the school nurse or a designee to dispense:

- A. *Acetaminophen* or *Ibuprofen* in a dosage appropriate for student's age and weight may be administered with parent/guardian's permission.
- B. Cherry flavored *Halls* cough drops (or generic substitute) for treatment of sore throat. A student must not have a fever or pus in the throat. If a student brings cough drops from home, the student must ask to see the school nurse for a throat check.
- C. For treatment of minor cuts and abrasions, apply *Triple Antibiotic Ointment* if there is no history of sensitivity to this preparation.
- D. *Caladryl* lotion for treatment of itching from insect bites, small areas of poison ivy or minor skin irritations.
- E. *Vaseline* for treatment of chapped lips.
- F. For treatment of sore or tight muscles, apply menthol gel (*Bio Freeze*).
- G. *Aloe Vera Gel* for treatment of first degree burns or sunburn.
- H. For treatment of minor allergic reaction, administer liquid *Benadryl* or *Benadryl* tablets or capsules in a dosage appropriate for the student's age and weight with parent's permission.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will

be brought to the principal while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the Crestview Elementary School's code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the Principal.

A student may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms at school or any activity, event, or program as long as the proper form is on file in the nurse's office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

Students who have a fever of 100 degrees or higher or illness will be sent home. Parents or guardians or other persons as designated by the parents or guardians and listed on the *Emergency Medical Authorization* form will be contacted in the order in which they are written down to provide transportation for the student.

Head lice are insects that live in almost anyone's hair. Lice are a nuisance, but do not spread disease. However, any student with head lice or nits (eggs) will be sent home immediately to begin treatment and decrease exposure to other students. The school nurse will work with families to educate them regarding treatment of the student's hair and the home environment. After appropriate treatment, the student will be checked frequently by the school nurse and will return to class at the nurse's discretion. To prevent the spread of head lice and nits, students are discouraged from sharing combs, brushes, hair accessories, hats, coats or scarves.

Physician's orders may be faxed to the school nurse at 419.749.2026. Medication forms are available from the school nurse as well.

HOMEOPATHIC MEDICATIONS, REMEDIES, AND OILS

While the school district recognizes and respects parental choice in the use of homeopathic medications, remedies or oils, it is noted that the use of such has contributed to asthmatic or allergic reactions of by several district employees and students. As a result, the following guidelines are imposed. District employees are not permitted to administer homeopathic medications, remedies or oils to students in any form - oral consumption as drops or additives to food or drink or in application in the form of oils, creams or lotions. While at school, students will not be allowed to self-administer homeopathic medications, remedies, or oils; however, parents are permitted to come to the school to administer such to their student(s). It is the preference of school administration, however, that homeopathic medications, remedies or oils be administered at home before and/or after school. Any questions regarding this guideline should be directed to the appropriate building principal.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school nurse or the principal may remove or isolate a student who has been ill or who has been exposed to a communicable disease or highly-transient pest, such as lice. Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Van Wert County Health Department or the Ohio Department of Health. Any removal will be only for the contagious period as specified in the administrative guidelines of Crestview Elementary School.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

Crestview Local Schools has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the Van Wert County Health Department. Crestview Elementary School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be

permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the Ohio Department of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

Crestview Local School seeks to provide a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities.

While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infections.

Student may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- A. Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- B. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding (e.g., art class or science lab)
- C. Participating in extracurricular activities (e.g., Youth to Youth) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately

notify his/her teacher, who will contact the school nurse or the principal. The contact will be documented.

The parents or legal guardians of the student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or the Van Wert Health Department. The student's parents or legal guardians are encouraged to consult with the student's physician concerning any necessary post-exposure treatment. The student's parents will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with federal and state laws concerning confidentiality.

The parents or legal guardians of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or the Van Wert County Health Department. The student's parents or legal guardians will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with federal and state laws concerning confidentiality. The student's parents or legal guardians will be encouraged to allow Crestview Elementary School to release their child's name to the exposed student's parents or legal guardians, in the event serious health issues are presented as a result of the exposure.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to the students, but also to all individuals who have access to Crestview Local Schools programs and facilities.

The law defines 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.

Crestview Local Schools 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 accommodations.

Additionally, in accordance with state and federal mandates, Crestview Local Schools seeks out, assesses and appropriately service students with disabilities. Staff members use a comprehensive “child find” 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 IDEA, A.D.A. Section 504, and state law. Please contact the Program Services Director to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by Crestview Local Schools. 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, Program Services Director, **at 419-749-9100 Ext 1026.**

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 Crestview Local Schools.

PROTECTION AND PRIVACY OF STUDENT RECORDS

Crestview Local Schools maintains many student records including both directory information and confidential information.

Directory information includes the following:

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written permission of the parent or legal guardian. Parents or legal guardians may refuse to allow the Crestview Board of Education to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of “directory information” and instructions on how to prohibit its release you may wish to consult the Crestview Board of Education’s annual Family Education Rights and Privacy Act (FERPA) notice which can be found with the Board of Education policies on the school website or accessed in the principal’s office.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in federal law and Ohio law, Crestview Local Schools is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents or legal guardians.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents or legal guardians have the right to review and receive copies of all educational records. Cost for copies of the records may be charged to the parent or legal guardian. To review student records, please provide a written notice identifying the student whose records are requested for review. You will be given an appointment with the principal to review the requested student records and to answer any questions.

Parents or legal guardians have a right to request an amendment in a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or legal guardian must request the amendment of a student record in writing and if the request is denied, the parent or legal guardian will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required as a part of Crestview Elementary of Crestview Local Schools curriculum, without prior written consent of his/her parents or legal guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political beliefs or affiliations of the student or the student’s parents or legal guardians;
- B. Mental or psychological problems of the student of the student’s family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally, recognized privileged and analogous relationships, such as those with lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with PPRA and Crestview Board of Education policy, parents or legal guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the principal to inspect such materials.

Further, parents or legal guardians have the right to inspect, upon request, a survey or evaluation record by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent or legal guardian will have access to the survey/evaluation within a reasonable period of time after the request to the principal. The superintendent will notify parents or legal guardians of students in the Crestview Local Schools, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. The administration of any survey by a third party that contains one or more of the items described in section A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and

PPRA. Parents or legal guardians who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail address: FERPA@ED.Gov or PPRA@ED.Gov

STUDENT FEES AND FINES

Students will be provided necessary textbooks and materials for instruction without cost. In accordance with Ohio law, Crestview Elementary School charges specific fees for the materials used within the course of instruction. A separate fee sheet will be provided for parents.

Charges may also be imposed for loss, damage or destruction of school books, school equipment, school-owned musical instruments, library materials, or any other miscellaneous items belonging to Crestview Elementary School. Charges may also be imposed for damages to the school building or school property such as school buses. Students using school property and equipment can be fined for excessive wear and abuse of property and equipment as well.

Fees are waived under Ohio Law for those students who qualify for free lunches. However, students who qualify for reduced lunches are required to pay school fees. Students can avoid late fines by promptly returning borrowed materials.

Failure to pay student fees may result in denial of participation of field trips, reward programs or the end-of-the-school year CPC Fun Day as well as legal action.

STUDENT FUND-RAISING

Student participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members.
- Students should not participate in fundraising activities off school property without proper adult supervision.
- Students are encouraged not to participate in house-to-house canvassing.
- Students may not participate in a fund-raising activities conducted by the Crestview Parent Club, the Crestview Booster Club, or any community organization (such as Boy Scouts, Girls Scouts, Campfire, etc.) without the prior approval of the principal.

Students may not sell any item or service in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students are discouraged from bringing items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. **Students are not permitted to have spinners or toys, trading cards, cell phones, CD players, or any other electronic devices or games on themselves during the school day from 8:00 a.m. – 3:00 p.m.** All such items are to be kept in student book bags in lockers. Crestview Local Schools will not be liable for any loss or damage to personal valuables.

STUDENT FOOD SERVICE

Crestview Elementary School participates in the National School Lunch Program and makes breakfasts and lunches available to students. Minimal ala carte items are available at an additional cost. Students may bring their own lunches to school to be eaten in the school’s cafeteria; no carbonated drinks are permitted in packed student lunches. No student may leave school premises during the lunch period without specific written permission from the principal. For specific lunch prices **see attached APPENDIX B.** For an explanation of the student debit card system, please **see attached APPENDIX C.**

Applications for Crestview Local Schools Free and Reduced-Priced Lunch Program are distributed to all

students at the beginning of the school year. If you do not receive an application form for this program and you believe you may be eligible, please contact the administrative assistant to the superintendent at 419.749.9100, X4000 for the appropriate application form.

SAFETY AND SECURITY

- All visitors must enter through the secured office entrance when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass and to question people who are “hanging around” the building after hours.
- Students and staff are expected to immediately report to personnel in the office any suspicious behavior or situation that makes them uncomfortable.
- As many unneeded outside doors as possible are locked during the school day.
- Portions of the building that will not be needed after regular school hours are closed off or locked.
- Video surveillance and electronic monitoring equipment are in operation inside the building as well as outside the building.

FIRE, TORNADO AND SAFE SCHOOLS DRILLS

Crestview Elementary School complies with all fire safety laws and will conduct fire drills in accordance with Ohio law. Teachers will provide students with specific instructions on how to proceed in the case of fire and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Crestview Elementary School conducts tornado drills during tornado season following procedures prescribed by the state of Ohio. Teachers will provide specific instructions on how to proceed in case of tornado and will oversee the safe, prompt, and orderly movement of students to locations of safety within the building.

Crestview Elementary School complies with required safe schools drills. Safe schools drills involve stay put drills, lockdown drills, and evacuation drills. To promote the safety of all students and staff, off-site evacuation locations are kept confidential.

EMERGENCY CLOSING AND DELAYS

If Crestview Elementary School must be closed or the opening of school delayed because of inclement weather or other conditions, Crestview Local Schools will notify local radio and television stations. As well, information regarding school closings or delays will be posted on the Crestview Local Schools webpage at www.crestviewknights.com or parents/guardians may access an informational message at 419.749.9100. Text message alerts can be accessed from the schools website under Ohio Alerts. **It is the responsibility of the parents/guardians for accessing information regarding closing or delays.**

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

Crestview Local Schools is concerned for the safety and well-being of all students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of Crestview Local Schools' *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

VISITORS AND VOLUNTEERS

Visitors and volunteers are welcome at Crestview Elementary School. Visitors and volunteers must report to the elementary office upon entering the school to sign in and obtain a visitor badge. Any visitor or volunteer found in the building without signing in and/or displaying a visitor badge will be asked to report to the office to do so. In addition, **volunteers (more than one time assistance) must pass a BCI check (Background Criminal Check) prior to volunteering in a classroom; one-time field trip chaperones are not required to pass a BCI check. The cost of the BCI check for volunteers will be covered by Crestview Board of Education.** BCI checks for volunteers need to be updated once every five years.

If a parent/guardian wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to school in order to schedule a mutually convenient meeting time.

Students are not permitted to bring peer-age friends or relatives to school to visit/attend school with them.

USE OF THE LIBRARY

The library is available to students throughout the school day. All students in grades kindergarten through grade 5 will visit the library as a whole class as scheduled by their teachers. Books may be checked out from the library for a period of two weeks.

In order to avoid late fees, all books and materials checked out of the library must be returned on time. Late fees will be assessed to books and materials turned in late or damaged. Lost books or materials will be prorated for a replacement fee.

To access library rules, please see **attached APPENDIX D.**

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must have teacher permission before using equipment or materials in the classroom. Students must have the permission of the principal prior to using any other school equipment or facilities. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

Students who have lost larger items (lunch boxes, hats, coats, school bags, etc.) should check the area in the hallway outside the teachers' workroom. Students may remove their own items from the lost and found table. Items will be removed from the lost and found table at the end of each trimester and donated to charity. Students who have lost smaller items (i.e. glasses, jewelry, etc.) should check in the elementary office.

USE OF OFFICE TELEPHONES

Office telephones are not for the general use of students. Except in an emergency, students will not be called to the office to receive a telephone call. The school secretary will initiate all calls on behalf of students seeking to use the telephone for general purposes. Students may only contact a parent/legal guardian or in some instances, a grandparent or babysitter. **Classroom phones are not for student use.**

USE OF PERSONAL COMMUNICATION DEVICES

In order to avoid disruption of the educational environment and to protect students' rights of privacy, students are prohibited from using cell phones, including camera phones, and electronic communication devices (ECDs) during the school day. ECDs include laser pointers and attachments, paging devices/beepers, and other devices designed to receive and send an electronic signal.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will make every attempt to respond to a student's request within one school day of the receipt of the announcement or advertisement. Crestview Elementary School has a centrally located bulletin board in the southwest hallway outside of the elementary library which may be used for posting notices after receiving permission from the principal.

SCHOOL COLORS AND MASCOT

Red, White and Royal Blue....Knight

CRESTVIEW ALMA MATER

We love the halls of Crestview, her name will never die.
For all things good and worthy, her banner ever fly.
Throughout the years we'll sing this song of Crestview
High School loyal throng,
The friendships that we've made will forever linger here.

CRESTVIEW FIGHT SONG

We're gonna join and cheer for Crestview Knights,
We're gonna win this game tonight,
We're gonna yell and scream and back our Knights,
We're gonna fight with all our might, the mighty Knights
We're on the road to victory; it's C K all the way,
We're gonna GO, FIGHT, WIN this game tonight,
We're really proud of Crestview Knights!

RECESS

Students in kindergarten through third grade have two assigned recesses per day, one of which is connected to the student's lunchtime. Students in grades four and five have one recess per day attached to the lunch period. Supervision is provide during recess time by assigned

teachers, paraprofessionals, administration, and approved volunteers.

The principal determines if conditions are permissible for outdoor recess. During inclement weather involving rain, abnormal snow amounts, severe temperatures or wind factors, outdoor recess is replaced with indoor recess. Indoor recess connected to lunch time is held in the elementary gym; afternoon indoor recess is held in the classrooms.

Students are expected to follow the directions of adults assigned to recess supervision. In general, the following rules apply during recess:

1. Students may not climb on or over the fences enclosing the playground. A student must ask permission of the recess supervisor to go through a gate to retrieve a ball or playground toy.
2. Students may not play tackle football; touch football is permitted.
3. Students may not throw or kick the stones.
4. Students may not jump out of the swings while swinging.
5. Balls and playground toys should be returned to the playground cart when students are finished playing.
6. Students may play tag; however, tag or other such games may not involve shoving, hitting, kicking or punching nor may students play tag on the play equipment.
7. Students may not play on the grassy portion of the playground right next to the building/classrooms.

Students are asked to treat others as they would like to be treated. Failure to comply with the directions of the recess supervisor or any of the above rules will result in time-out from recess participation. Repeated failure to comply, inappropriate language, or verbal/physical fighting will be sent to the principal.

ACCELERATED READER PROGRAM

Once students have begun to read in kindergarten and first grade, their teachers will introduce them to Accelerated Reader (AR). Students have an opportunity to participate in a school-wide Accelerated Reader Reward Program. Please **see attached APPENDIX H** for specific information and details.

SECTION II – ACADEMICS

INSTRUCTIONAL OFFERINGS

Students in grades kindergarten through grade two receive intense instruction in the areas of reading, mathematics, spelling and writing. As well, students receive exposure to concepts in the areas of science, health, social studies, and technology. Students participate in vocal music, physical education, and art.

Students in grades three and four receive continued instruction in the areas of reading, mathematics, spelling and writing. Students receive more instruction in the areas of science, health, social studies, and technology. Students participate in vocal music, physical education, and art.

In grade five, students continue to receive instruction in core academic areas: English, language arts, mathematics, science and health, and social studies. Students participate in vocal music, physical education, art and computer education. As well, students in grade five may elect to be a part of an instrumental music program.

FIELD TRIPS

Field trips are academic activities that are held off school grounds as an extension of learning which occurs in the classroom. No student may participate in any school-sponsored field trip without written parent/guardian consent and a current emergency medical form on file in the elementary office. Medications normally administered at school will be administered while on field trips, if needed. The Student Code of Conduct applies to all field trips. At the discretion of the principal, students who violate school rules may lose the privilege to go on field trips. Attendance rules apply to all field trips. While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. School fees as well as Latchkey fees exceeding 21 days must be paid in order for the student to participate in field trips.

GRADES

Students in kindergarten through grade two receive evaluation in the areas of instruction using an individualized assessment system. The system is developmental in nature and aligned to the common core standards established by the Ohio Department of

Education allowing students the opportunity to progress at their own pace and master skills necessary for success as they progress through school.

For students in grades three through five, Crestview Elementary School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. Grades indicate the extent to which a student applies and/or demonstrates expected learning. In general, students are assigned grades based upon tests, quizzes, homework, and special projects. Each teacher may place a different emphasis on these areas when determining a grade and will inform students at the beginning of the school year; however, homework may not account for more than 20% of a student's grade in a single class. Parents and students are encouraged to check with teachers if they are unsure about how a grade was determined or to check ProgressBook via the internet for students' most current grades. In grades three, four, and five the following grade system applies:

89.5 to 100	A	Excellent Achievement
79.5 to 89.49	B	Good/Above Average Achievement
69.5 to 79.49	C	Satisfactory/Average Achievement
59.5 to 69.49	D	Minimum Acceptable Achievement
Below 59.5	F	Failure to Demonstrate Achievement

Additional markings include:

I – Incomplete **S** – Satisfactory **U** – Unsatisfactory

GRADING PERIODS

Parents of students in kindergarten through grade 5 will receive a report card at the end of each trimester (approximately 60 days) indicating the student's progress. Interim Reports are provided at the midpoint in a trimester (approximately 30 days). When a student appears to be at risk of failing to make progress or at risk of failure, reasonable efforts will be made to notify the parents/guardians. Parents/guardians are encouraged to participate in conversations with teachers to work together to determine what actions can be taken to help students improve poor grades.

PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade is based on the following criteria:

- Current level of achievement based on instructional objectives and mandated requirements for the current grade
- Potential for success at the next grade level
- Emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated either by whole grade or subject area when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. Achievement or grade/course objectives and any applicable Ohio-mandated requirements for the grade/course in which the student is in currently and any grades/courses the student will skip
- B. Achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. Potential for success in the accelerated placement based on sufficient proficiency at current level
- D. Social, emotional, and physical maturation necessary for success in an accelerated placement

In kindergarten through grade two, a student may be retained if s/he is absent for more than 92 hours of the current school year AND has failed to demonstrate the necessary acquisition of skills necessary for success at the next grade level. A student in kindergarten through grade two may be **placed** rather than **promoted** to the next grade if reading and math end-of-the-year assessments indicate that the student is **not on track**.

A student in grades three through five may be retained if s/he is absent for more than 92 hours of the required attendance days of the current school year AND has failed two (2) of the following combination: math, language arts, science or social studies. Even if a student fails in the preceding category, a student may be placed in the next grade level by the principal, if the principal, after conferring with the teachers of the subject areas which the

student failed, determines that the student is academically prepared to be promoted.

No student will be promoted to the **fourth grade** if s/he does not meet the qualifications for promotion as attached to the Third Grade Reading Guarantee. A plan for intensive intervention will be developed for the student. This requirement does not apply to any student who is legitimately excused from taking mandated state testing, or to any student identified for special education services in the content area of reading.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the school year will be recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, citizenship, performing arts, and volunteerism. Recognition for such honors is initiated by staff and coordinated by the principal.

HOMEWORK

Homework will be assigned on a regular, daily basis. Students' assessments and grades will reflect the completion of all work, including homework. In grades three through five, homework will not account for more than 20% of a student's total grade at the end of the trimester. There will be no homework assigned over Thanksgiving Break, Christmas Break or Spring Break.

COMPUTER TECHNOLOGY AND NETWORKS

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. Crestview Local Schools is pleased to provide Internet services to its students. Crestview Local Schools' Internet system has a limited educational purpose and has not been established as a public access service or public forum. Student use of Crestview Local Schools' computers, network, and Internet services ("Network") are governed by principles and guidelines as seen in **attached APPENDIX E**, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their

personal files and records of their online activity while on the Network.

STATE-MANDATED STUDENT ASSESSMENT

Each student in grades three through five must participate in state mandated assessments given yearly. The Ohio Department of Education currently contracts with the American Institute for Research (AIR) for mandated state assessments. Third graders and fourth graders will take math and reading assessments. Fifth graders will be assessed in the areas of reading, math, and science. A testing schedule will be provided to parents at the beginning of each school year. **No vacation days will be approved during testing days.**

PUBLIC SCHOOL CHOICE OPTIONS

Parents/guardians of students enrolled in a Title I school within the Crestview Local Schools that has been listed for "School Improvement" for two (2) or more years have the right to transfer their children to another school within the district provided that there is another school within the district that provides instruction at the students' grade level(s) and that such school has not been identified as being in the process of school improvement, corrective actions, or restructuring. However, if there is not another school within the district offering instruction at the students' grade level(s) that has not been identified as needing improvement, the superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will be offered to students if a transfer within the district is not possible.

Additionally, if a school within the Crestview Local Schools has been designated as "persistently dangerous" as defined by Ohio law, students have the right to transfer to another "safe" school within the district. If there is not another "safe" school in the district providing instruction at the students' grade level(s), the superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school within the district. If there is not another school providing instruction at the student's grade level, the superintendent shall contact neighboring districts and request that they permit the student to transfer to a school

in one of those districts providing instruction at the student's grade level.

SECTION III – STUDENT ACTIVITIES

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups may meet in the school building during non-instructional hours. Adult leaders of such groups must get permission to use school facilities from the principal. The adult leaders of such groups must comply with voluntary attendance of students and that events or activities of the group will not interfere with instructional time. All school rules relating to student conduct and equal opportunity to participate apply to such clubs and activities.

Non-district sponsored organizations may not use the name of the school or school mascot on any materials or information unless approved by the superintendent.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Elementary students are invited and encouraged to attend after school events and middle school/high school athletic competitions, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit.

It is strongly advised that elementary students attending evening events as non-participants be accompanied by a parent/guardian or other adult. Crestview Board of Education is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without adult supervision. Crestview Local Schools' administration, or those directed by the administration, may deny students whose behavior is inappropriate the opportunity to attend and watch after-school or evening events.

GUM, FOOD AND DRINK

No gum chewing is permitted in the elementary school building during the academic day. Food and drink are confined to the cafeteria except when homeroom breakfasts or class parties/seasonal celebrations occur. Students who bring in birthday treats are encouraged to bring healthy treats and snacks.

GYM SHOES

Only gym shoes or socks may be worn on the gym floor. Students should not wear the same shoes for gym class that they wear in the classroom or outside to recess.

SECTION IV – STUDENT CONDUCT

ATTENDANCE

Regular attendance is a significant student responsibility at all grade levels. Many educational studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interactions with others in class. Many important lessons are learned through active participation in classroom activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and later in the workplace. Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day on time. This is a habit that Crestview Elementary School wants to help students develop as early as possible.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, for 42 or more hours in one month, or for 72 or more hours in one school year. If a student is habitually truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with Ohio law and Crestview Local Schools Board of Education policy.

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team to reduce or eliminate further absences.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. take appropriate legal action
- E. assignment to an alternative school

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign one school official to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

EXCUSED ABSENCES

Excused absences count toward your child's attendance hours as stated in HB 410. Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests. **Students who are absent for three consecutive days will be required to present a doctor's excuse** (for the student's illness or the illness of the immediate family member) in order for the days to be excused absences.

- Personal illness of the student
- Illness of an immediate family member (in the same household) making it necessary for the student to stay home but ***prior permission*** must be granted by the principal
- Death in the student's family
- Medical appointments with appointment verification forms
- Work at home (i.e. farming), but ***prior permission*** must be granted by the principal
- Quarantine of the student's residence
- Other reasons (i.e. hunting trips, church and or 4-H activities, etc.) but ***prior permission*** must be granted by the principal

- Vacation (up to 10 days) may be requested but **prior permission** must be granted by the principal. **Vacation days requested during state testing (check with the principal) will not be approved.**

Please note: It is the principal who determines if an absence is excused or unexcused. Failure of the parent to get prior permission for the specific situations listed above will result in truancy.

NOTIFICATION OF ABSENCE

If a student will be absent, the parent/guardians must notify Crestview Elementary School at 419.749.9100, ext. 1000 by 9:00 a.m. and provide an explanation for the absence.

The elementary secretary will attempt to contact parents by 9:30 a.m. regarding the absence of any student for which the school has not been notified. In rare situations where prior contact is not possible, the parents/guardians need to provide a written excuse or a phone contact within 24 hours after the student's absence. When no excuse is provided within 24 hours, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for the student's absence is questionable or if the number of student absences is excessive, the principal will notify the parents/guardians of the need for improvement in the student's attendance and any impact upon student's grades.

Students with a health condition that causes repeated absences must provide the elementary office with an explanation of the condition from a registered physician.

HOMEBOUND INSTRUCTION

Crestview Elementary School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness or disability. Such instruction may be arranged by the building principal upon receipt of the proper documentation of the student's condition from a registered physician.

MAKE-UP TESTS & OTHER SCHOOL WORK

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the teacher as soon as possible to obtain assignments. Make-up work due to an excused absence must be completed within two (2) days after returning to school. If a student misses a teacher's test due

to an excused absence, s/he should make arrangements with the teacher to take the test at another time. Tests in academic subject areas will not be made up during instructional time in art, music, band, physical education or computer.

If a student in grades three through five is absent on a day that mandated state testing is given or another standardized test authorized by Crestview Elementary School, then the Director of Curriculum and Instruction will establish a time with the classroom teacher for the testing to be made up.

SUSPENSION FROM SCHOOL

An in-school restriction (in-school suspension) does not impact attendance; the student is in school and counted present. All completed assignments and tests are given credit.

Absence from school due to an out-of-school suspension shall be considered an authorized absence. A suspended student will be responsible for making up school work missed due to suspension. Assignments should be obtained from the student's homeroom teacher beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school. The student must complete missed assignments during the suspension and turn them in to the appropriate teacher. Assignments must be completed and turned in on the day the student returns to school. The student will be given credit for properly-completed assignments and will receive a grade for any make-up tests.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to truancy laws of the state of Ohio. Parents/Guardians will receive written notification of all truancy violations. In fourth and fifth grade, students who miss 38 unexcused hours per trimester will receive a Saturday School. In kindergarten through third grade, students who miss 38 hours of unexcused hours per trimester will receive a noon recess restriction.

TARDINESS

Any student arriving to school at or after 8:00 a.m. shall be considered tardy to school and shall report to the

elementary office to sign in. When a student has three, four, or five tardy to school violations, s/he will be assigned noon recess restriction. When a student has six or more tardy to school violations, h/she will be assigned Saturday School. It is the responsibility of the parent/guardian to have students at school on time.

VACATIONS DURING THE SCHOOL YEAR

Parents may take their child(ren) out of school for vacations. However, when a family vacation is scheduled during the school year, parents/guardians should notify the principal prior to the vacation and request permission for excused absences for their child(ren). It may be possible for students to receive some assignments prior to leaving on vacation; however, students do have two (2) for every day absent with an excused absence to make-up work when they return. Vacation (up to 10 days) may be requested but ***prior permission*** must be granted by the principal. **Vacation days requested during state testing (check with the principal) will not be approved.**

CODE OF CONDUCT

A major component of the educational program at Crestview Elementary School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with federal, state, and local laws and rules and Crestview Board of Education policies and administrative guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in Crestview Elementary School, including the removal of a student from school grounds in appropriate circumstances.

EXPECTED BEHAVIORS

Each student shall be expected to:

- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;

- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- 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 Crestview Elementary School.

CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers, and administration to maintain a classroom environment that allows:

- A teacher to communicate effectively with all students in the class;
- All students in the class the opportunity to learn.

INVITATIONS/FLYERS

Students are not permitted to pass out personal birthday and/or party invitations at school unless they have an invitation for each person in the classroom/homeroom. This policy alleviates any student feeling left out.

DRESS AND GROOMING

The dress code was reviewed by the Parent Advisory Council as well as school personnel and administration.

Students are expected to dress appropriately at all times. **Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.**

Students should consider the following when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there any obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?

The following rules apply to dress and grooming:

- A student's appearance should be clean, neat, and well-groomed.

- A student's hair should not inhibit good vision.
- A student's hair may not have unnatural colors applied or colored extensions. (blue, green, orange, etc.) unless approved by the principal for a school spirit day.
- Accessories worn in the hair should be designed with that purpose. No handkerchiefs may be worn in the hair unless they are designed with strings for that purpose or approved by the principal for a spirit day.
- A student must wear shoes at all times. Tennis shoes are preferred. Students may not wear clogs, shower shoes, thongs or sandals that do not have a strap in back to hold the foot in place.
- In September, October, April, and May students may wear sandals (weather appropriate) if the sandals have a strap in the back to hold the foot in place. Shoestrings must be tied in traditional fashion at all times.
- A student may not wear any winter coats, overcoats, jackets, pullovers or ponchos within the building during the school day. These may be worn outside for recess.
- A student may not wear any type of hat or cap within the school building during the school day. These may be worn outside for recess.
- A student may not wear sunglasses within the building during the school day.
- A student may not wear bandanas, arm bands, or gang-related clothing on school property.
- No banding (rubber bands) of clothing around jeans or shirt sleeves.
- A student may not wear any clothing or shoes with sharp objects; pocket chains or chain wallets may not be worn.
- A student may not wear dirty or torn clothing of any kind even if the clothing when purchased new was torn or had holes. Students' jeans or pants may not drag on the ground.
- A student may not wear clothing, shoes, or jewelry with questionable writings or drawings while on school property; a student may not wear any clothing, shoes, or jewelry which promote sex or violence while on school property; a student may not wear clothing, shoes or jewelry which advertises products pertaining to alcoholic beverages, tobacco products, or drugs while on school property.
- A student may not expose underwear, including boxers or bras, including sports bras.
- A student may wear shorts in the months of September, October, April, May, and June if the predicted temperature for the day is above 50 degrees. The principal reserves the right to make adjustments to this if the temperature warrants in the months not mentioned above.
- All shorts must have at least a 3 inch inseam. No biker shorts, spandex shorts, compression shorts, or tight-fitting shorts may be worn by themselves. Underwear boxers may not be worn as shorts.
- If the weather is below 50 degrees a coat is required. If the temperature is 25 degrees or lower a determination will be made based on a continuous wind chill factor, the grade, and the condition of the playground.
- A student may wear leggings or form-fitting pants with extra-long t-shirts, blouses or sweaters.
- Pajama pants or lounge pants may not be worn.
- Students may not wear tops or blouses with low-cut or revealing necklines; students may not expose bare midsections (tummies) or backs.
- A student may wear a tank top (no spaghetti straps or strapless tops) with wider straps. Shirts may be worn underneath a spaghetti strap top.
- Students may wear modest earrings. No large hoops or long dangles are permitted.
- Students may not exhibit any body piercings during the school day other than pierced ears.
- Students may not exhibit any tattoos which are inappropriate in their expression promoting sex, violence, state or insinuate profanity, advertise tobacco, alcohol, or drug products, or gang relationship.
- Female students choosing to wear dresses or skirts may do so but appropriate length will be enforced. It is suggested that shorts be worn under the dress or skirt.

Students who need to alter this dress code to accommodate individual needs based upon injuries or a medical condition must obtain permission from the principal prior to making the accommodation themselves.

Students who are representing Crestview Elementary School at an official function or public event may be required to follow more specific dress requirements.

GANGS OR CLIQUES

Gangs or cliques that initiate, advocate or promote activities that threaten the safety or well-being of students

or staff or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. Crestview Elementary School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school's program. Therefore, if a student damages or loses school property, the student and his/her parents/guardians will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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 of Education delineates explicit guidelines with actionable consequences in board policy 5517.01.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, counseling referral, parent/guardian notification, parent/guardian conference, detention, in-school restriction, out-of-school suspension, and/or expulsion from school. Furthermore, any criminal acts committed at or related to Crestview Elementary School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Possession/Use of Drugs and/or Alcohol

Possessing, using, transmitting, or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If the principal has a reasonable individualized suspicion of drug or alcohol use, the student in question may be requested to submit to appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative area in the elementary building for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. While it is not required that a parent/guardian be present, a reasonable effort will be made to contact the parent/guardian of the student.

2. Possession/Use of Tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, or any school-sponsored event. Tobacco products include, but are not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other manner of substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

3. Use and/or Possession of a Firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion

may be reduced on a case-by-case basis by the superintendent using guidelines as set forth in Board of Education policy.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in school, at a school activity, or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

4. Use and/or Possession of a Weapon

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of, causing death or serious bodily injury. No pocket knives are permissible on school property.

5. Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, and jewelry.

6. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

7. Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

8. Physically Assaulting a Staff Member/Fellow Student/ or Other Person Associated with the School

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, fellow student, or other person associated with the school, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful, or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered assault. Assault may result in criminal charges and may subject the student to expulsion.

9. Verbally Threatening (Either Orally, in Writing, or Otherwise Expressed) a Staff Member/Student/or Person Associated with the School

Any oral or written statement or otherwise expressed action that a staff member, fellow student, or other person associated with the school reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a staff member or fellow student that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

10. Misconduct Against a School Official or Employee, or the Property of Such of a Person, Regardless Where It Occurs

The Board of Education prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical) and destruction of property.

11. Misconduct Off School Grounds

Students may be subject to discipline for their misconduct, even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on school property owned and/or controlled by Crestview Local Schools. Misconduct is defined as any violation of the Student Discipline Code

12. Extortion

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

13. Gambling

Gambling (i.e. playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may be banned from that school activity.

14. Falsification of School Work, Identification, Forgery

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall passes and excuses, forgery of parent/guardian signatures, as well as use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

15. Bomb Threats, and Other False Alarms and False Reports

Making a bomb threat (i.e. intentionally giving a false alarm of a bomb) against the school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the school building itself. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

16. Terrorist Threat

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

17. Possession and/or Use of Explosives and/or Fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to, explosives and

chemical-reaction objects such as smoke bombs and poppers). Additionally, this is defined as possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

18. Trespassing

Although schools are public facilities, Ohio law allows the Board of Education to restrict access to school property. Being present in any Crestview facility or portion of a Crestview facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Crestview vehicle; or unauthorized access or activity in a computer owned by Crestview Local Schools, into school, district, or staff computer files, into a file server or network owned/operated by Crestview Local schools is prohibited. When a student has been removed, out-of-school suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

19. Theft, or Knowingly Receiving or Possessing Stolen Property

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without authorization from the principal. Crestview Elementary School is not responsible for personal property.

20. Insubordination

Students are expected to comply with the reasonable directions and request of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member or acting in defiance of staff members will not be tolerated.

21. Damaging Property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the school or district, other students, employees or others and disregard for school property.

22. Persistent Absence or Tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for

unexcused absences can range from detention to a court referral.

23. Unauthorized Use of School or Private Property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property or private property located on school premises shall be subject to disciplinary action.

24. Refusing to Accept Discipline

Student failing to comply with disciplinary penalties may face enhanced penalties for such action.

25. Aiding or Abetting Violation of School Rules, Including Dress Code

Assisting other students in violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

26. Displays of Affection/Sexual Activities

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

27. Possession of Electronic Equipment

Crestview Elementary School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school-sponsored activity without the permission of the principal. Examples of prohibited devices include, but are not limited to, radios, “boom boxes”, headphones, CD/MP3 players, portable TV’s, electronic games/toys, pagers, cellular phones, beepers, other paging devices, and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

28. Violation of Individual School/Classroom Rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the policy of Crestview Elementary School.

29. Violation of Bus Rules

Please refer to Section V on transportation for bus rules.

30. Interference, Disruption, or Obstruction of the Educational Process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, or special programs.

31. Hazing

Performing any act or coercing another, including the victim, to perform any act of initiation into any class, club, group or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions to this rule.

Hazing by any individual, school group or club is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to the principal, a classroom teacher, or an advisor or supervisor. Students who engage in hazing may also be liable for civil and criminal penalties.

32. Violent Conduct

Students may be expelled for up to one (1) school year for committing an act at school, on school property, or at a school program, or directing an act at a school employee, regardless of where or when the act may occur, (personal property) that would be a criminal offense if committed by an adult and results in serious physical harm to the person(s) or property.

33. Burglary

Entering a building or a specific area of a building with consent and with intent to commit a crime, or entering a building without consent and committing a crime.

34. Fighting

Engaging in adversarial physical contact (including, but not limited to poking, pushing, shoving or scuffling) in

which one or the other parties or both contributed to the situation by verbally instigating a fight and/or physical action. It also includes promoting or instigating a fight (i.e. contributing to a fight verbally or through behavior).

35. Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

36. Possession of Pornography

Possessing sexually explicit material.

37. Unauthorized Use of Vehicles

Occupying or using school-owned vehicles (buses) during school hours without parental permission and/or school authorization.

DISCIPLINE

It is important to remember that Crestview Elementary School's rules apply going to and from school, at school, on school property, at school-sponsored programs and events, on school transportation and on property not owned or controlled by the Board of Education but that is connected to activities or incidents that have occurred on property owned and controlled by the Board of Education. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board of Education member or Crestview Local Schools' employee, or the property of such an official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Crestview Elementary School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the school.

Because it is not possible to list all misbehaviors that occur, misbehaviors not listed above will be responded to as necessary by administration and staff.

Two types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within our elementary school and includes:

- Apology notes/letters
- Change of seating or location

- Counseling referrals
- Pre-school, recess time, and after-school detentions/restrictions
- All day, in-school restrictions
- Saturday Schools

Detentions/Restrictions

A student may be detained after school or asked to come to school early by a teacher after giving the student and his/her parents/guardians one day's notice. The student's parents/guardians are responsible for transportation. A student may be restricted to the office and denied participation in recess without prior notice to the parents.

Saturday School

Saturday school will be in session a minimum of two Saturdays per month. It runs from 8:30 a.m. until 11:30 a.m. Students assigned Saturday school will serve it in the MS study hall and should enter the building at door #4. Assigned students will attend a continuous three hour period during which time they will be permitted one restroom break. Each student shall arrive with sufficient educational materials to be busy during the entire three hour period.

Only the principal can assign Saturday school to an elementary student. Transportation to and from Saturday school is the responsibility of the parent/guardian.

For Saturday school rules, **see attached APPENDIX E.**

In-School Restriction

In-school restriction will be in session every day of the school calendar year if needed. It runs from 8:00 a.m. – 2:45 p.m. In-school restriction can only be assigned by the principal. Each student will receive one morning restroom break, a twenty minute lunch break in the in-school restriction location, and one afternoon restroom break.

Students in in-school restriction will serve in an area assigned by the principal. For the first 15 minutes of ISR, students will sit quietly, looking straight ahead, with hands folded and resting on top of the desk to which they are assigned. At the end of the 15 minutes, students will begin working on the assignments for the day.

For-In-School Restriction rules **see attached APPENDIX F.**

FORMAL DISCIPLINE

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension from school for up to ten (10) school days, expulsion from school for up to eighty (80) days or the number of days remaining in a trimester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following trimester or school year will be provided with information about programs or services offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The superintendent at his/her discretion may require/allow a student to perform community services in conjunction with or in place of an expulsion. The superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Out-of-School Suspension, expulsion, or permanent removal may be appealed.

Students disciplined with out-of-school suspension are entitled to an informal meeting with the principal prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the superintendent or the superintendent's designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

If a student commits a crime while under the jurisdiction of Crestview Elementary School, s/he may be subject to school disciplinary actions as well action through local law enforcement.

DUE PROCESS RIGHTS

Before a student is suspended, expelled or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Out-Of-School Suspension

When a student is being considered for an out-of-school suspension, the elementary principal will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her point of view of the underlying facts. After that informal hearing, the principal will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed to the principal within two (2) days after the receipt of the suspension notice. The request for an appeal must be in writing.

During the appeal, the student shall not be allowed to remain in school.

If the appeal is heard by a designee of the Board of Education (superintendent, principal), the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, the principal or superintendent may remove the student from any curricular activity or from the school premises. A teacher may remove the student from any curricular activity under the teacher's supervision but not from school premises.

If a teacher removes a student from curricular activity, the teacher will notify the principal of the circumstances surrounding the removal in writing within one (1) school day. No prior hearing or notice is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceed one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the

reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal or superintendent and may challenge the reasons for the removal or otherwise explain his/her actions.

A student in any of grades pre-kindergarten through 3 may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extra-curricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed and returned to his/her curricular and extra-curricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of same).

Within one (1) school day of the decision to suspend, written notification will be given to the parents/guardians of the student. This notice will include the reasons for the suspension, the right of the student. This notice will include the reasons for the suspension, the right of the student or his/her parents/guardians to appeal to the Board of Education, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) days and will be held in accordance with the procedures outlined in the student expulsion policy. The principal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the superintendent to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), no later than five (5) school days after the notice is given. Parents/guardians may request an extension of time for the hearing. The student may be represented by his/her parents/guardians, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board of Education policy, the superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board of Education policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents/guardians will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student or the student's parents/guardians to appeal the expulsion to the Board of Education or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board of Education or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) days after the superintendent notifies the parents/guardians of the expulsion, the expulsion may be appealed, in writing, to the Board of Education. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents or guardians may pursue further appeal in the Court of Common Pleas.

Students serving expulsions will not be awarded grades during the period of expulsion.

Permanent Exclusion

Ohio law provides for the permanent exclusion of a student who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- Conveying deadly weapons onto school property or a school function
- Possessing deadly weapons on school property or at a school function
- Carrying a concealed weapon onto school property or at a school function
- Trafficking in drugs on school property or at a school function
- Murder, aggravated murder on school property or at school function

- Voluntary or involuntary manslaughter on school grounds or at a school function
- Assault or aggravated assault on school property or at a school function
- Rape, gross sexual imposition or felonious sexual penetration on school grounds or at a school function when the victim is a school employee
- Complicity in any of the above offenses, regardless of location

This process is formal and may follow an expulsion with the proper notification to the parents/guardians.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA), and, where applicable, the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

When a student is being considered for suspension of bus riding/transportation privileges, the principal will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal will decide whether or not to suspend the student's bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day of the reason for and length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers belong to Crestview Local Schools and the students have no reasonable expectation of privacy of their contents or of the contents of any other Crestview Local Schools owned property including desks and containers. School authorities may

conduct random searches of lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy of their actions in public areas including, but not limited to, common areas, hallways, cafeteria, classrooms, and the gym. Crestview Local Schools may use video cameras in such areas and on all school buses transporting students to and from regular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to law enforcement. Crestview Elementary School reserves the right not to return items that have been confiscated.

INTERROGATION OF STUDENTS

The school is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

STUDENT RIGHTS OF EXPRESSION

Crestview Elementary School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately.

Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia, clothing, insignias or banners and audio and visual materials. All items must meet school guidelines. Materials cannot be displayed if they are:

- Obscene to minors, libelous, or pervasively indecent or vulgar
- Advertise any product or service not permitted to minors by law
- Intends to be insulting or harassing
- Intends to incite fighting
- Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act

Materials may not be displayed or distributed during class periods between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

SECTION V – BUS TRANSPORTATION

Crestview Elementary School provides transportation to all students who live farther away than one mile from school. The transportation schedule and bus routes are available by contacting the elementary transportation secretary at 419.794.9100 ext.1001 between 6:00 a.m. – 4:00 p.m. Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reasons other than emergency except as approved by the principal.

Only the principal or superintendent may approve a change in a student's regular assigned bus stop to address a special need or upon the request of the parents/guardians stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students, who are riding to and from school on Crestview Local School buses, are required to follow all basic safety rules. The bus driver is required to assign seating or direct

students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

- Be on time at the designated loading spot 2 – 3 minutes ahead of the scheduled buses.
- Stay off the road at all times while walking to and waiting for school buses
- Line up single file off the road or street to enter the bus
- Wait until the bus is completely stopped before moving forward to enter
- Refrain from crossing a highway/road until the driver signals it is safe to cross
- Properly board and depart the bus
- Go immediately to a seat and be seated

It is the parents' responsibility to inform the elementary office when their child will not be riding the school bus, and in turn, the office will notify the classroom teacher, the bus driver, and if applicable, Latch Key personnel. This may be done using a bus note provided by the school or by telephone. **If you are changing your student's end of the day transportation, please contact the elementary office no later than 2:15 p.m.**

Drivers will not wait for students who are not at their designated stops on time. During the ride to/from school, each student shall:

- Remain seated while the bus is in motion
- Keep hands, head, arms and legs inside the bus at all times
- Not push, shove or engage in scuffling
- Not litter in the bus or throw anything in, into, or from a bus
- Keep books, packages, coats and other objects out of the aisle
- Be courteous to the driver and other riders
- Not eat or drink while on the bus
- Not play games, cards, etc. while on the bus
- Not use nuisance devices (i.e. laser pointers) on the bus
- Not tamper with the bus or any of its equipment (including emergency or safety equipment)
- Not use profanity or vulgar language

When exiting the school bus, each student shall:

- Remain seated until the bus has stopped
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals it is safe
- Be alert to a possible danger signal from the driver

The bus driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from the principal or the superintendent to do so.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding the bus.

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

When transportation by Crestview Local School buses or van is either not available or feasible, there may be a need to provide transportation to students in a private vehicle. Transportation in a private vehicle will be limited to administration.

**APPENDIX A
ABBREVIATED DAILY SCHEDULE**

<u>Grades K – 3</u>	Building Opens 7:40 a.m.
Tardy Bell	8:00 a.m.
Kindergarten Lunch/Recess	11:00 a.m. – 11:50 a.m.
First Grade Lunch/Recess	11:15 a.m. – 12:05 p.m.
Second Grade Lunch/Recess	11:50 a.m. – 12:40 p.m.
Third Grade Lunch/Recess	12:00 p.m. – 12:50 p.m.
Dismissal	3:00 p.m.
<u>Grades 4 and 5</u>	Building Opens 7:40 a.m.
Tardy Bell	8:00 a.m.
Homeroom	7:40 a.m. – 8:00 a.m.
Period 1	8:05 a.m. – 8:45 a.m.
Period 2	8:48 a.m. – 9:28 a.m.
Period 3	9:31 a.m. – 10:31 a.m.
Period 4	10:34 a.m. – 11:34 a.m.
Period 5 (lunch/recess)	11:40 a.m. – 12:15 p.m.
Period 6	12:20 p.m. – 1:20 p.m.
Period 7	1:23 p.m. – 2:23 p.m.
Knight Time	2:26 p.m. – 2:50 p.m.
Homeroom	2:50 p.m. – 3:00 p.m.
Dismissal	3:00 p.m.

**APPENDIX B
CAFE/STUDENT FOOD SERVICES**

Student Lunch	GR K-5	\$ 2.30
Student Breakfast	GR K-5	\$ 1.50

Questions about the School Breakfast or Lunch Program should be directed to Mrs. Lori Orsbon, Administrative Assistant to the Superintendent, 419-749-9100 X 4000. Orsbon.lori@crestviewknights.com

Penny Clark Food Service Supervisor	Cafeteria Phone 419-749-9100, x1035
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All students in kindergarten through 5th grade are issued a Debit Card at the beginning of the school year provided by the school district. The Debit Card may be used to purchase breakfast or lunch in the cafeteria. Parents/Guardians are asked to pre-pay for their students' meals so that the balance on the student's Debit Card is a positive amount rather than a negative amount; parents/guardians may place as much money as they wish on the Debit Card, and students then swipe the Debit Card through a computerized scanner (cash register). Older students may enter their Debit Card number on a keypad connected to the computerized scanner. **Students will not be permitted to maintain a negative balance on their accounts in excess of \$5.00.**

A master "family" account can be created that will link all students in the family to one account. You can then simply make one deposit to the family account, and all students linked to that account will have access to these funds. This will eliminate any need to "split" the deposit totals if parents write one check to deposit on multiple accounts.

Parents may access their students' lunch accounts online. Look for an informational flyer from the food service department.

Students who qualify for free and reduced lunches use the Debit Card also. Qualifying for free or reduced lunches entitle the student to what is categorized as a Type A lunch. Additional snacks, cookies, drinks are not a part of the free or reduced lunch plan, so parents/guardians whose children are on free or reduced lunches may put money on the Debit Card for the purchase of these "extras" if they want their children to be able to have them. If you do not wish for your child to purchase additional snack or drink items, please call and notify the food service supervisor.

Additionally, students who qualify for free and/or reduced lunches also qualify for a free and/or reduced breakfast.

Lunch money should be placed in an envelope labeled Lunch Money with the student's name and grade written clearly on the outside of the envelope. Lunch money is turned in to the student's teacher and then in turn, taken to the cafeteria. Cafeteria personnel credit students' Debit Cards as money is received. Parents may pay for breakfast, lunch, milk, or snack all with the same check or money. NO CHANGE is given back to students, so please send in only the amount to be credited to the student's Debit Card account.

Debit Cards for all elementary students are kept in the cafeteria so that the opportunity for them to be lost is minimal.

If you have questions or concerns regarding food services, please contact Penny Clark, Food Service Supervisor @ 419-749-9100 X1035 during school hours.

**APPENDIX C
CRESTVIEW ELEMENTARY SCHOOL
LIBRARY POLICIES**

Use of the library is a privilege; failure to use the library appropriately will result in disciplinary consequences.

Students will enter the library in a quiet and orderly fashion. There is no running, jumping, climbing on furniture or loud voices permitted in the library. The classroom teacher will accompany students to the library. Students will use shelf markers to keep the shelves in order.

Library books and materials may be checked out for 14 days and can be renewed 2 times. Fines and fees are applied after the due date; however, there is a grace period of 5 days after the due date during which no fines or fees are assessed.

1. Kindergarten and first grade students are permitted to check out one book per visit for the first trimester. In order to check out a new book, the previous book must be returned. After the first trimester, kindergarten and first grade students may check out 2 per visit as long as the previous books have been returned.
2. Second through fifth grade students are permitted to have three books checked out at a time.

3. Students are responsible for the care of books and materials while in their possession. Fines and fees may be assessed for damaged and/or lost books or materials.

APPENDIX D

ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT FOR THE COMPUTER NETWORK OF THE CRESTVIEW LOCAL SCHOOL DISTRICT

The Crestview Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for Crestview Local School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While Crestview Local Schools' teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Agreement ("Agreement") of the Crestview Local School District and the Data Acquisition Site that provides Internet access to the Crestview Local School District. Upon reviewing, signing and returning this Agreement as the students have been directed, each student will be given the opportunity to enjoy Internet access at Crestview School and is agreeing to follow the Agreement. If a student is under 18 years of age, he or she must have his or her parents/guardians read and sign the Agreement. As stated by the Children's Internet Protection Act, Crestview School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Agreement to Crestview School as directed or, if under 18, does not return the Agreement as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of the Agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the building principal. If any use violates this Agreement,

the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary actions.

I. PERSONAL RESPONSIBILITY

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

II. TERM OF THE PERMITTED USE

A student who submits to Crestview Local School, as directed, a properly signed Agreement and follow the Agreement to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Agreement each year during which they are students in Crestview Local School District before they are given an access account.

III. ACCEPTABLE USES

A. Educational Purposes Only

Crestview Local Schools is providing access to its computer networks and the Internet for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with your child's building principal's office to help you decide if a use is appropriate.

B. Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this Agreement are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by Crestview Local School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipients system and is in a format which the recipient can open.

IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged

pupils. Every user must take responsibility for his or her use of the computer network and internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the teacher or building principal.

B. Personal Safety

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities

It is a violation of this Agreement to use Crestview Local School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures

Children's Internet Protection Act requires Crestview Local School, either by itself or in combination with the Data Acquisition Site providing Internet access, to utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Crestview Local School will also monitor the online activities of students, through direct observation and/or technological

means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- Taken as a whole, lack of serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access if provided as a tool for your education. Crestview Local School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Crestview Local School District and no user shall have any expectation regarding such materials.

VI. FAILURE TO FOLLOW AGREEMENT

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which Crestview Local School District may refuse to reinstate for the remainder of the student’s enrollment at Crestview Local Schools. A user violates this Agreement by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied to terminated. Crestview Local School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

Crestview Local School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by a user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this Agreement. By signing this Agreement, users are taking full responsibility for his or her use, and the user who is 18 or older, or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold Crestview Local School, Crestview Local School District, the Northwest Ohio Area Computer Services Cooperative that provides the computer and Internet access opportunity to Crestview Local Schools and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user’s access to its computer network and the Internet including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s) or guardian(s) agree to cooperate with Crestview Local School in the event of Crestview Local School’s initiating an investigation or a user’s use of his or her access to its computer network and the Internet, whether that use is on a School computer or an another computer outside Crestview Local School District’s network.

VIII. UPDATES

Users, and if appropriate, the user’s parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Agreement, for example to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Agreement must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify your child’s building principal’s office to receive such information.

APPENDIX E

CRESTVIEW ELEMENTARY SCHOOL SATURDAY SCHOOL RULES

1. Saturday School can only be assigned by a Principal.
2. The parent or a person selected by the parent is responsible for transportation of a student to and from Saturday School. Students must be picked up promptly.
3. Saturday School will meet from 8:30 - 11:30 am in the middle school/high school study hall. Entrance to the building is from 8:10 - 8:30 am by using door #4 on the east side of the building. No student will be admitted after 8:35 a.m.; any student arriving between 8:30 - 8:35 a.m. will be required to stay until 11:45 am. No student will be released early for any reason except for an emergency.
4. Students will be expected to do homework or read a book related to a school assignment for the entire three hours. Students are not permitted to sleep; students are not permitted to talk.
5. Saturday School is used as a disciplinary means in addition to noon recess restriction, in-school restriction, alternative placement, and out-of-school suspension. Any student not attending a Saturday School placement or dismissed from a Saturday School because of misconduct will be assigned two Saturday Schools. A student missing two Saturday Schools in succession will be assigned in school restriction for one day.
6. A student may be excused from one Saturday School per trimester and reassigned a later date if the request is made in writing and prior to the originally assigned Saturday School date. The request must be approved by the Principal in order for it to be valid. Students will not be excused after the fact.
7. A student may be excused for illness from one Saturday School placement if the parent or guardian calls the building principal from 7:30 am - 8:00 am on the day of Saturday School placement. If a student is reassigned because of illness, they must attend the reassigned date.

Please do not call the school and leave messages on the voice message system, but use the phone number provided on the Saturday School discipline letter.

8. All normal rules and regulations that apply during the school day apply during Saturday School.
9. Any additional rules and regulations and the specific time schedule for restroom breaks will be explained by the Saturday School supervisor. Additional rules and regulations are at the discretion of the Saturday School supervisor.

APPENDIX F

CRESTVIEW ELEMENTARY SCHOOL IN-SCHOOL RESTRICTION RULES

Students should read the following rules before serving in-school restriction. Failure to comply with ISR rules will result in further disciplinary consequences.

1. Students will report to their homeroom teacher for attendance and work and then report directly to the elementary office by 8:15 am.
2. Students are to bring all books, notebooks, writing pencils and pens, etc. with them to the in-school restriction.
3. Students will be walked to and from the in-school restriction by the in-school restriction supervisor.
4. Students will report back to the elementary office from the in-school restriction room at 2:45 pm prior to returning to their homerooms at the end of the school day.
5. Students will sit up, face forward, and remain in their seats at all times unless directed otherwise by the in-school restriction supervisor. For the first 15 minutes of in-school restriction, students will sit with hands folded and resting on desk.
6. Students will bring their lunches from home unless they receive free or reduced lunches and then the ISR supervisor will walk the student to the cafeteria to pick-up a lunch. Students are

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| permitted to have food and drink at their desks only during the designated lunch time. | 75 points | Certificate for 75 points and mini candy bar |
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 | | |
| 7. Students are not permitted to have gum or candy. | (COLOR CODE – YELLOW) | |
| | 100 points | “Stellar Knight”
Certificate for 100 points
AR “Stellar Knight t-shirt”
Name on morning announcements and
Knighthood by Mrs. Schumm |
| 8. Students are not permitted to have visitors. The only conversation permitted is with teachers regarding assignments or with the in-school restriction supervisor. There is no conversation with other students during lunch time or at a restroom break. | 125 points | Certificate for 125 points and mini candy bar |
| | 150 points | Certificate for 150 points and a mini candy bar for each member of your class |
| | 175 points | Certificate for 175 points and a mini candy bar for each member of your class |
|
 | | |
| 9. All school work completed during in-school restriction should be turned in to the homeroom teacher at the end of the school day when the student returns to homeroom. The in-school restriction supervisor will initial and place the time on each assignment as it is completed. Students are expected to complete all the assigned school work. Incomplete work will receive a zero (0). Students who do not comply and complete work will be referred to the principal for insubordination and additional disciplinary consequences. | (COLOR CODE – WHITE) | |
| | 200 points | “Luminous Knight”
Certificate for 200 points
AR “Luminous Knight” t-shirt
Name on morning announcements and
Knighthood by Mrs. Schumm |
| | 250 points | Certificate for 250 points and a book |
|
 | | |
| 10. Students are not permitted to radios, CD’s/tape players, headphones, beepers, cell phones or other personal communication devices. Students are not permitted to have handheld game boys or other toys. | (COLOR CODE – RED) | |
| | 300 points | “Grand Knight”
Certificate for 300 points
AR “Grand Knight” t-shirt
Name on morning announcements and
Knighthood by Mrs. Schumm |
| | 350 points | Certificate for 350 points and a book |
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 | | |
| 11. Students are not permitted to sleep and write/pass notes. | (COLOR CODE – BLUE) | |
| | 400 points | “Royal Knight”
Certificate for 400 points
AR “Royal Knight” t-shirt
Name on morning announcements and
Knighthood by Mrs. Schumm |
| | 450 points | Certificate for 450 points and a book |

**APPENDIX G
ACCELERATED READER PROGRAM**

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|---|--|
| 5 points | 1 pick from treasure box |
| 10 points | 1 pick from treasure box |
| 15 points | 1 pick from treasure box |
| 20 points | 1 pick from treasure box |
| 25 points | 1 pick from treasure box |
| 30 points | 1 pick from treasure box |
| 40 points | Classroom Reader for the Day |
| (Select a special book or poem to read aloud/present to your class) | |
| 50 points | Certificate for 50 points and mini candy bar |

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|--|------------------------------|--|
| | (COLOR CODE – SILVER) | |
| | 500 points | “Exalted Knight”
Certificate for 500 points
AR “Exalted Knight” t-shirt
Name announced on morning
announcements and Knighthood by Mrs.
Schuette |
| | 550 points | Certificate for 550 points and 5 minutes
of extra recess for entire grade |

- | | | |
|--|----------------------------|---|
| | (COLOR CODE – GOLD) | |
| | 600 points | “Majestic Knight”
Certificate for 600 points |

650 points	Teacher for the Day (optional-at student's discretion) or a book. AR "Majestic Knight" t-shirt Name announced on morning announcements and Knighted by Mrs. Schuette Certificate for 650 points and 5 minutes of extra recess for the entire grade.
700 points	"Knight of the Round Table" Certificate for 700 points Eat Lunch with Mrs. Schuette and two friends. Name announced on morning announcements and Knighted by Mrs. Schuette
800 points	Certificate for 800 points. Principal for the Day (optional-at student's discretion) or a book. Name announced on morning announcements and Knighted by Mrs. Schuette

For each additional 100 points earned after 800 points, you will choose an incentive off of the AR choice board. You will receive a certificate for each 100 points as well. Your name will be announced on morning announcements.

APPENDIX H CRESTVIEW ELEMENTARY SCHOOL BUS SAFETY RULES

Riding the school bus is a privilege extended to all students who reside in the Crestview Local School District as well as to students approved for open enrollment in Crestview Local Schools. Therefore, all students who ride school buses owned by the Crestview Board of Education are expected to follow the policies and procedures established by the board for the safety and well-being of each student being transported. Failure to comply with established policies and procedures will result in disciplinary consequences.

Safety Policies and Procedures:

1. Students are assigned to one bus for the morning pick-up and one bus for the afternoon drop-off. Typically, this is the same bus.
2. Students are not permitted to ride on different buses. On rare occasions, an emergency may arise which requires an exception to this policy. Parents should contact the transportation director or his/her designee for approval to switch buses.
3. Students should arrive at the designated pick-up location before the bus is scheduled to arrive.

4. Students should wait for the bus at the designated place of safety established by the bus driver.
5. Students should board the bus at the location to which they have been assigned unless permission has been granted by the transportation supervisor or his/her designee.
6. Students may carry on the bus only those items/objects that can be held in their laps. No breakable containers or animals are permitted on the school bus.
7. Students are assigned seats to assist in behavior management and based upon the pick-up/drop-off schedule as established by the bus driver.
8. An emergency medical form for each student assigned to the school bus is kept on the bus for reference by the bus driver.
9. Students are expected to listen to the bus driver and comply with requests and directions given by the bus driver.
10. Students are not permitted to eat or drink on the school bus. Gum chewing is not permitted.
11. Students are permitted to talk quietly on the bus. Loud talking and/or excessive noise will not be tolerated.
12. Students are not permitted to move about on the bus but should remain in their assigned seats until the bus driver indicates that the students should move forward for drop-off at their designated location.
13. Students are to sit properly, facing forward with bottoms on the seat, to keep the aisles clear for visibility and exit safety. Students should not have arms extended outside of open windows.
14. Students may use listen to music on personal CD players or I-Pods using earpiece devices. The volume should be maintained on personal use level. Students may not use cell phones for conversation or texting while on the school bus.
15. Students are to conduct themselves appropriately including both language and actions. No profane or abusive language, including innuendo, will be tolerated. No physical or verbal harassment or threats will be tolerated. No physical violence will be tolerated.
16. Students are not permitted to throw objects on the school bus or out of school bus windows.
17. Students may not be in possession of alcohol, drugs (including tobacco products), weapons or objects which can be construed as weapons.

APPENDIX I
CRESTVIEW PARENTS' CLUB AND PARENTS'
ADVISORY COUNCIL

As parents of children in Crestview Elementary School, you are invited to become a part of two very important organizations: The Crestview Parents' Club (CPC) and the Parents' Advisory Council (PAC).

CPC is a very generous organization; the members of the CPC donate hundreds of hours in time, various talents and abilities, and financial support for our elementary school. The CPC sponsors an Open House in August, several fundraisers, a teacher and staff appreciation meal in the spring as well as additional areas when asked. The generous support of the CPC has afforded numerous purchases that enhance our elementary classrooms and provide our teachers with additional supplies and equipment for instruction. If you are interested in helping with specific events or in becoming an active member of the CPC, please contact Sarah Dealey (419.749.2610) or Audrey McOmber (260.433.0296), Treasurer.

The Parents' Advisory Council meets on the first Monday of the month during the months of October through April from 8:00 – 9:30 p.m. PAC provides parental input on issues related to the operation of the elementary school in areas like curriculum or student handbook recommendations. If you are interested in being a member of the Parents' Advisory Council for the school year, please contact the elementary principal.

CRESTVIEW ELEMENTARY SCHOOL
ADMINISTRATION AND TEACHERS AND STAFF

Phone: 419-749-9100 X1

Principal – Jessica Schuette, X1002
Schuette.Jessica@crestviewknights.com

Director of Curriculum and Instruction –
Lindsay Breese, X3002
Breese.Lindsay@crestviewknights.com

Program Services Director – Amy Eickholt, X1026
Eickholt.Amy@crestviewknights.com

Elementary Office Secretary –
Janice Lichtensteiger, X1000
Lichtensteiger.Jan@crestviewknights.com

Transportation Secretary - Amy Hyitt, X1001
Hyitt.Amy@crestviewknights.com

Program Services Secretary - Kelly Wade, X1027
Wade.Kelly@crestviewknights.com

School Nurse – Sandra Grooms, X1028
Grooms.Sandra@crestviewknights.com

School Psychologist – Cindy Lamb, X1025
Lamb.Cindy@crestviewknights.com

Food Service Supervisor – Penny Clark, X1035
Clark.Penny@crestviewknights.com

Latch Key Services – Extension X1038

Library Paraprofessional – Robin Schumm X1005
Schumm.Robin@crestviewknights.com

School Social Worker – Katlyn Short, X1025
Short.Katlyn@crestviewknights.com

Kindergarten – Julie Cook, X1103
Cook.Julie@crestviewknights.com

Kindergarten – Casey Dowler, X1104
Dowler.Casey@crestviewknights.com

Kindergarten – Deb Call, X1105
Call.Deb@crestviewknights.com

Kindergarten - Darby Schwieterman, X1106
Schwieterman.Darby@crestviewknights.com

1st Grade – Lora Karcher, X1109
Karcher.Lora@crestviewknights.com

1st Grade – Courtney Barna, X1107
Barna.Courtney@crestviewknights.com

1st Grade – Colby Kuhn, X1110
Kuhn.Colby@crestviewknights.com

2nd Grade – Ashley Marks, X1116
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2nd Grade – Bethany Balliet, X1115
Balliet.Bethany@crestviewknights.com

2nd Grade – Alicia Perrott, X1119
Perrott.Alicia@crestviewknights.com

3rd Grade – Brenda Dye, X1113
Dye.Brenda@crestviewknights.com

3rd Grade – Julie Schumm, X1117
Schumm.Julie@crestviewknights.com

3rd Grade – Ellen Jones, X1118
Jones.Ellen@crestviewknights.com

4th Grade – Melissa Roop, X1209
Roop.Melissa@crestviewknights.com

4th Grade – Amy Roan, X1203
Roan.Amy@crestviewknights.com

4th Grade – Katelynn Kraner, X1207
Kraner.Katelynn@crestviewknights.com

4th Grade – Lori Waltz, X1202
Waltz.Lori@crestviewknights.com

5th Grade – Lisa Holloway, X1212
Holloway.Lisa@crestviewknights.com

5th Grade – Craig Taylor, X1208
Taylor.Craig@crestviewknights.com

5th Grade – Shay Sheets, X1213
Sheets.Shay@crestviewknights.com

5th Grade – Becky Macki, X1210
Macki.Beky@crestviewknights.com

Band – Jason Lozer, X2102
Lozer.Jason@crestviewknights.com

Music – Lindsey Moore, X1102
Moore.Lindsey@crestviewknights.com

Art – Trista Kill, X1100
Kill.Trista@crestviewknights.com

Computer – Greg Rickard, X1205
Rickard.Greg@crestviewknights.com

Physical Education/Health – John Rosebrock, X1029
Rosebrock.John@crestviewknights.com

Intervention Staff

Kay Barnes, X 1111
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Jennifer Bowen, X1206
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Allison Lichtensteiger, X1120
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Jenna Musser, X1108
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Deb Gehres, X1111
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Nick Leeth, X1204
Leeth.Nick@crestviewknights.com

Abby Wein, X1201
Wein.Abby@crestviewknights.com

ELEMENTARY OFFICE HOURS

Monday through Friday, 7:30 a.m. through 4:00 p.m.

IMPORTANT PHONE NUMBERS

Elementary Secretary	419.749.9100, X1000
Elementary Principal	419.749.9100, X1002
Special Education Services	419.749.9100, X1026
Latch Key Services	419.749.9100, X1038
Food Services	419.749.9100, X1035

BOARD OF EDUCATION

Andy Perrott
Perrott.Andy@crestviewknights.com
Lori Bittner
Bittner.Lori@crestviewknights.com
Brad Perrott
Perrott.Brad@crestviewknights.com
Nan Grace
Grace.Nan@crestviewknights.com
John Auld, President
Auld.John@crestviewknights.com

CENTRAL OFFICE PERSONNEL

Kathy Mollenkopf, Superintendent	749.9100, X4001
<u>Mollenkopf.Kathy@crestviewknights.com</u>	
Lori Orsbon, Admin. Asst.	749.9100, X4000
<u>Orsbon.Lori@crestviewknights.com</u>	
Ashley Whetsel, Treasurer	749.9100, X5000
<u>Whetsel.Ashley@crestviewknights.com</u>	
Amy Gerardot, Asst. Treasurer	749.9100, X5001
<u>Gerardot.Amy@crestviewknights.com</u>	