

# ***CRESTVIEW MIDDLE SCHOOL***

***2018-2019***

***Dave Bowen, Principal***

***Kris Kill & Dave Springer, Counselors***



***GO KNIGHTS!***

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

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### 2018-2019 CALENDAR

Monday, August 20	District Staff Meeting
Tuesday, August 21	Student First Day
Thursday, August 30	Teacher Professional Development Day
Thursday-Tuesday, Aug. 30-Sept 4	Fair Break
Wednesday, September 12	Early Dismissal Day
Wednesday, October 10	Early Dismissal Day
Wednesday, November 14	Early Dismissal Day
Monday (12-8 p.m.), November 19	Student-led Conferences
Tuesday (1-7 p.m.), November 20	Student-led Conferences
Wednesday-Friday, November 21-23	Thanksgiving Break
Friday, December 21	Christmas Break begins
Thursday, January 3	School resumes
Wednesday, January 9	Early Dismissal Day
Monday, January 21	Martin Luther King Day
Wednesday, February 13	Early Dismissal Day
Monday, February 18	Presidents' Day
Wednesday, March 13	Early Dismissal Day
Friday-Monday, April 19-22	Spring Break
Wednesday, May 1	Early Dismissal Day
Saturday, May 25	Graduation
Monday, May 27	Memorial Day
Friday, May 28	Last Day for Students
Tuesday, May 29	Faculty Work Day

## INTRODUCTION:

Welcome to the 2018-2019 school year! This handbook contains all the rules and regulations governing Crestview Middle School students. All of our policies are developed for the good of the total operation of our school and for the good of the entire student body. By acting responsibly and demonstrating respect for others, we can create an atmosphere in which everyone can learn. Good luck for a successful school year at Crestview Middle School.

- MS Principal Dave Bowen

## OUR MISSION STATEMENT

Crestview Middle School is a place where everyone is provided the opportunity to recognize and achieve his or her full potential. It is our vision to shape young minds through superior education for lifelong success, while instilling deep-rooted values and a sense of belonging.

## TIME SCHEDULE:

7:30 AM Breakfast students must enter Knight door and report to the auditeria  
7:45 AM Students may enter building

### MS 7<sup>th</sup> & 8<sup>th</sup> grade M-F

7:55 AM Tardy Bell  
8:00-9:28 CORE p. 1  
9:31-10:11 Special 1  
10:14-10:54 Special 2  
10:54-11:37 Lunch  
11:40-1:02 CORE p. 2  
1:05-1:30 Knight Time  
1:33-3:00 CORE p. 3

### 2-hr delay 7<sup>th</sup> & 8<sup>th</sup> M, Tu, & F

10:00-11:09 CORE p. 1  
11:09-11:52 Lunch  
11:55-1:09 CORE p. 2  
1:12-1:37 Special 1  
1:40-2:05 Special 2  
2:08-3:00 CORE p. 3  
No Knight Time

### 2-hr delay 7<sup>th</sup> & 8<sup>th</sup> W & Th

10:00-11:09 CORE p. 1  
11:09-11:50 Lunch  
11:50-12:55 CORE p. 2  
12:58-1:27 Special 1  
1:29-1:57 Special 2  
2:00-3:00 CORE p. 3  
No Knight Time

### 3-hr delay 7<sup>th</sup> & 8<sup>th</sup> M, Tu, & F

10:40-11:00 CORE 1 attendance  
11:00-11:40 Lunch  
11:43-1:05 CORE p. 2  
1:08-2:09 CORE p. 1  
2:12-2:37 Special 1  
2:40-3:05 Special 2  
3:08-4:00 CORE p. 3  
No Knight Time

### 3-hr delay 7<sup>th</sup> & 8<sup>th</sup> W & Th

10:40-11:00 CORE 1 attendance  
11:00-11:40 Lunch  
11:43-12:42 CORE p. 2  
12:45-1:45 CORE p. 1  
1:48-2:20 Special 1  
2:23-2:55 Special 2  
2:58-4:00 CORE p.3  
No Knight Time

### MS 6<sup>th</sup> grade M-F

7:55 AM Tardy Bell  
8:00-9:28 CORE p. 1  
9:31-10:11 Special 1  
10:14-10:54 CORE p.2  
10:54-11:37 Lunch  
11:40-12:17 Special 2  
12:20-1:02 CORE p. 2 (con't)  
1:05-1:30 Knight Time  
1:33-3:00 CORE p. 3

### 6<sup>th</sup> grade Two-Hour Delay

10:00-11:09 CORE p. 1  
11:09-11:52 Lunch  
11:55-12:29 Special 2  
12:32-1:35 CORE p. 2  
1:38-2:05 Knight Time  
2:08-3:00 CORE p. 3

## 6<sup>th</sup> grade Three-Hour Delay

10:40-11:00	CORE p. 1 Attendance
11:00-11:40	Lunch
11:43-12:17	Special 2
12:20-1:25	Core p. 1
1:28-2:35	Core p. 2
2:38-3:05	Knight Time
3:08-4:00	CORE p. 3

\*Special 1 will not meet on delay days

## ACADEMIC INFORMATION:

### GRADES

Crestview Middle School (CMS) has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. The CMS grading scale is as follows:

A	92-100	C	72-77
A-	90-91	C-	70-71
B+	88-89	D+	68-69
B	82-87	D	62-67
B-	80-81	D-	60-61
C+	78-79	F	00-59

Students will receive a report card at the end of each nine-week period indicating their grades for each course of study. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve effort and poor grades.

### Homework

Homework will be assigned. Student grades reflect the completion of all work, including outside assignments. Homework is also part of the student's establishing solid study habits will prepare him/her for success.

### Credit Flexibility

Allows students to earn high school credit by demonstrating the ability, interest and maturity to accept personal responsibility for their learning in (a) selected curricular area(s) outside of the traditional classroom. \*See Guidance for more details.

### Progress Reports

An "Interim" report will be distributed to every student at the mid-point of each grading period. This will give parents an opportunity to check the academic status of their son or daughter and provide time to address any deficiencies.

### Retention Policy

A student who fails to receive a passing grade in two units or classes will be retained in that grade for the following year. Classes considered for retention are language arts, reading, math, social studies, and science. A combination of one failing grade in the previously mentioned classes and two failing grades in Specials subjects will lead to retention.

### Academic Penalties

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying assignments, quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignment or work involved.

### SCHOOL ARRIVAL AND DISMISSAL:

**ARRIVAL:** Students **will not** be permitted in the building until 7:45 AM unless they are eating breakfast or are under the direct supervision of a staff member. Students eating breakfast may enter only through the "Knight" Door at 7:30 AM; however, they are to report directly to the cafeteria for breakfast and they are to remain there until 7:45 AM.

**DISMISSAL:** Students riding a school bus home may leave at 3:00 PM. Students driving, walking, riding in a car, or staying at school must remain in the classroom until the 3:08 PM bell rings. Students are not to go to lockers or the restroom during this time. Any groups needing to be dismissed at 3:00 PM for a competition away from our building must gain approval from the principal.

### SCHOOL CLOSING:

In the event of bad weather or poor road conditions, school closings or delays will be announced over local media, via text alerts, and through the Crestview Knights web site.

### **KNIGHT TIME/ACTIVITY PERIOD:**

Knight Time is a twenty-five minute period of time set aside for all students to visit teachers with questions, study, make up a test, see a counselor, do homework, or read. There is to be ***NO*** talking during Knight Time. Students may travel to see a teacher or a teacher may request a student to come and see him or her. The Knight Time period held on Monday and Friday will be the activity period. Meetings will be scheduled during this time so that organizations can meet periodically with a minimum of interruptions.

The following rules will be used for Knight Time:

1. Students may sign out of Knight Time to attend a scheduled meeting.
2. Students must remain in the meeting for the entire Knight Time period.
3. Students must have a pass to see another teacher, counselor, or administrator. Passes should be obtained prior to Knight Time period.
4. Advisors should schedule meeting times at least one week in advance.

### **ATTENDANCE:**

Good school attendance is commensurate with good education. Classroom attendance, the interaction with the instructor and fellow classmates, and the students' active participation are necessary for learning to take place. Teachers are encouraged to make attendance patterns an integral part of their student management system. Excused absences entitle a student to make up any schoolwork missed (see make-up work). In accordance with the Ohio Revised Code (3312.04) governing compulsory attendance, absences based on one or more of the following conditions will be excused: (1) personal illness; (2) death or illness in the immediate family; (3) observance of recognized religious holidays; (4) other circumstances or emergency situations which the administration deems legitimate. Absences such as hunting trips with parents, work for or with church and/or 4-H groups **must be approved two (2) full days prior to the absence** so that assignments may be obtained. A phone call or note from the parent/guardian is required on the day of the absence or on the day that the student returns to school. Without parent or guardian contact, the absence will be unexcused.

**EXCUSE SLIPS AND/OR PHONE CALLS MUST BE SPECIFIC** as to the reason for the absence and communication is expected prior to the start of the school day at 8 a.m. Excuse slips must include the (1) date(s) of absence, (2) exact reason for the absence, (3) signature of parent/guardian. The number to reach the office is (419) 749-9100. When a student is absent from school, he/she may not participate in after-school activities on that day, (i.e., sports practice, contests, club meetings, band practice, work, etc.) unless approved by the administration.

\*Excessive days of absence will result in denial to attend field trip(s) and require the completion of alternative assignment(s) for the class.

### **Make-Up Work:**

If a student is out of school with an excused absence, teachers will give him/her two (2) days to make up the work that was missed. Extended absences due to illness will be addressed accordingly by the teachers and the administration. If an assignment was made while the student was in school and then the student was out on the day that it was due, that assignment must be turned in the next day that the student returns to school. If the student receives an incomplete in a course, immediate arrangements must be made by the student to do the necessary work to erase this mark. If this is not done within two (2) weeks after the end of the grading period, a failing grade will result.

### **Unexcused Absences:**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be unexcused and considered truant and the student and his/her parents shall be subject to the truancy laws of Ohio. Schoolwork missed during an unexcused absence cannot be made up. A "0" will be given for all schoolwork missed during the unexcused absence(s). Unexcused absences usually include, but are not limited to: (1) needed at home for non-emergency work; (2) gainful employment; (3) oversleeping/missed the school bus; (4) car trouble of any kind; (5) running non-emergency errands. PERSONAL REASONS will also be unexcused unless specific reasons are given to, and prior approval is obtained, from the administration. If a student is absent from school because of illness and he/she attends a school function that day, the absence will be unexcused. Discipline will be assigned when unexcused absences occur.

### **Half-Day Absences:**

This will be determined by the time that the student signs in or signs out. If a student signs in after 9:00 AM, it will be counted as a half day absent. If a student signs out before 1:30 PM, it will also be counted as a half day absent. Students participating in extra-curricular activities must be in school by 8:15 a.m. unless approved by the administration.

### **Extended Absences:**

Students unable to attend classes for a prolonged period, but who are able to study at home, may call the guidance office so that arrangement may be made to send work home. Verification may be required from a physician or other appropriate health professionals.

### **Medical Appointments:**

Students who must be out of school for medical care must bring a note from their parents and/or an appointment form from the doctor/dentist. Upon return to school, a student must present written verification of the appointment from the health care provider, or the absence will be considered as unexcused.

### **Tardiness:**

Students who are tardy to school must report to the office. For each two tardies per semester, the student will receive detention. After serving two detentions for tardiness, Saturday school will be assigned. Any tardiness to other classes during the day will be handled by the teachers involved. Students who have a chronic problem with tardiness are subject to more stringent disciplinary action.

### **Attendance Requirement:**

For a student to receive credit in a course for a nine-week grading period, he or she may not have been absent from that class more than five (5)

times.

### **Extended Illness:**

Students who are absent because of extended illness may be granted additional days. Extended illness is defined as one causing continuous absence of three or more school days, which has been verified by contact with the home. A doctor's note will be required.

### **Make-up Days:**

Students may make up missed days beyond the maximum with approval of the administration. Make-up days will be made up via Saturday school. Along with the requirements of H.B. 216, students will be assigned Saturday school beyond the fifth missed day of school per each 9-week grading period. Excessive absences will lead to truancy action.

### **Special Circumstances/ Extenuating Circumstances:**

Students/parents may request that a long-term illness, which causes a student to miss days in a non-consecutive manner, may be treated as an extended illness. The request will be reviewed by the administration if the following requirements have been met:

- The parents contacted the office to verify each absence and have requested that special consideration be given;
- A doctor's verification is provided if requested;
- The student arranged to make up necessary work and accomplished this satisfactorily upon returning to school

A student/parent may request in writing that the school grant extenuating circumstances for absence due to a situation, which created a good and just reason for absence from school. Upon receiving such written request, the administration will review the situation and make notification of the decision.

### **Class Attendance:**

In addition to the attendance record maintained in the office, each teacher shall keep an accurate record of attendance in his/her class. The record kept by the teacher will determine the number of class absences each student has in that class. Any student who exceeds the maximum number of absences (5) may forfeit the opportunity to receive credit for that class.

### **Tardiness and Partial Absences from Class:**

A student who is more than ten minutes late to class or who leaves class for a period of more than ten minutes will be marked absent for the period unless the absence was due to the student having been requested to report to the office.

### **School Related Absences:**

Classes missed due to approved school-related events will not count against the student; however, students are expected to complete class work ahead of time. As a general guideline, if a student is in attendance at an approved school-related activity, and is not being counted absent from school, he/ she will not be charged with class absences. School related absences include such events as college visitations, participation in athletic contests, field trips, etc.

### **Home Instruction:**

Approved home instruction or tutoring will take the place of class instruction. A student receiving home instruction will be considered to have been in attendance.

### **In-School Restriction:**

A student will not be counted absent from a class if he/she has been assigned to in-school restriction.

### **VACATIONS:**

Vacation days will count as days of absence. They will be marked as "excused" absences if application is properly made.

Family vacations during the school year are highly discouraged. (Family vacations are defined as an extended absence from school with the immediate family). Excused vacations will be restricted to a maximum total of 10 days per year, and 5 days in any semester. For vacations exceeding one day, students must have a "Permission to be Out of School" form completed and returned to the office at least two (2) days before leaving if the absence is to be excused. All class work must be requested from the teachers at least 2 days in advance of leaving. *STUDENTS WILL NOT BE EXCUSED FROM SCHOOL FOR A FAMILY VACATION THE LAST WEEK OF EITHER SEMESTER. HOWEVER, WHEN SPECIAL PROVISIONS ARE MADE WITH ADMINISTRATIVE APPROVAL, SEMESTER EXAMS WILL ONLY BE ADMINISTERED UPON THE STUDENT'S RETURN TO SCHOOL. IF ADMINISTRATIVE APPROVAL IS GRANTED AT THE END OF THE SCHOOL YEAR, THE STUDENT MUST HAVE EXAMS COMPLETED BY JUNE 10.*

### **EARLY DISMISSALS AND LEAVING SCHOOL:**

Whenever a student needs to leave school early for any reason, he/she must notify the office in the morning prior to the first period. Emergency situations during the day, such as a student becoming ill, will be handled through the office. A phone call will be made to parents for any emergency dismissal. No one may sign out without parental and administrative approval. If a student leaves school without the permission of the office, he/she will be considered truant and will be disciplined accordingly.

When a student arrives on school property, he/she is not to leave school property to go across the street, get into someone's car, or walk uptown.

### **TRUANCY POLICY:**

A truancy occurs when a student has an unexcused absence or excessive tardies (more than five (5) in nine (9) weeks). The procedures are as follows:

With a **first** unexcused absence or first notification of excessive tardies from school, a letter will be sent to the student's parents. This does not mean that charges will be filed or that discipline outside the school will occur; however, the purpose of the letter is to inform the parent and students that a student's attendance is being carefully monitored. The school does reserve the right to discipline a student for an unexcused absence or excessive tardies immediately and can do so through established policy.

House Bill 410 requires hours to be counted for truancy purposes. Truancy charges will be filed when a student is truant 30 consecutive hours; or, 42 hours in one month; or, 72 hours in one school year.

### **STUDENT DISCIPLINE/CODE OF CONDUCT:**

The Crestview Board of Education has adopted the following student discipline code. The code includes the types of misconduct that will subject a student to disciplinary action.

It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this code of conduct includes

- 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
- 2) misconduct/disrespect by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Crestview Local School has adopted a ZERO TOLERANCE POLICY for behavior that is disruptive or dangerous.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

The following is a list and explanation of the kinds of behaviors of major areas that could result in disciplinary action. The chart that follows the list details the possible consequences of such behavior. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

#### ***1. Use of Drugs***

Crestview Middle School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, possession, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This prohibition also applies to any type of drug-related paraphernalia. If caught, the student could be suspended or expelled and law enforcement officials may be contacted, as many drug abuse offenses are also felonies.

#### ***2. Use of Alcohol***

Student use, possession, attempts to possess, sale, distribution of alcohol on Crestview school property or school activities is prohibited and such students may be suspended or expelled.

Students are advised that the principal may arrange for a breath test for blood- alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. Efforts will be made to contact the parent.

The purpose of the test, which will likely be performed by a law enforcement official, is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she will be advised that such denial leaves the observed evidence of alcohol use undeniable thus leading to disciplinary action. The student will then be given a second chance to take the test. The student is also subject to prosecution for underage consumption and will be referred to the proper authorities.

#### ***3. Use of Tobacco***

The School prohibits the sale, distribution, use, or possession of any form of tobacco or tobacco paraphernalia, including but not limited to ecigarettes, vapor pens, and /or any type of delivery system for nicotine or similar items during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

#### ***4. Student Disorder/Demonstration***

Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student feels there is need to organize some form of demonstration, he/she is encouraged to contact the administration to discuss the proper way to plan such an activity.

#### ***5. Possession of a weapon***

A weapon includes conventional objects like guns, knives, or club type implements. It may also include any toy that is presented as a real

weapon or an object converted from its original use to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought onto district property by a student other than the one who possessed the weapon, that student shall be subject to the same disciplinary action.

State law requires that a student be expelled from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade fastened to a handle
- C. Any similar object that is intended to invoke bodily harm or fear of harm to expulsion and possible permanent exclusion.

#### **6. *Use/knowledge of an object as a weapon***

Any object that is used to threaten or harm another person may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion. Students are required to report knowledge of dangerous weapons or threats of violence to staff members and/or the Principal. Failure to report such knowledge may subject the student to discipline.

#### **7. *Purposely setting a fire***

Anything, such as a fire, that endangers school property and its occupants will not be tolerated. Purposely setting a fire will subject the student to expulsion.

#### **8. *Physically assaulting a staff member/student/person associated with district***

Physical assault of a staff member, student, or other person associated with the district, which may or may not cause injury is a serious offense. Injury to a staff member may result in charges being filed and subject the student to expulsion. A fight could be strictly interpreted as an "assault" and may be dealt with accordingly and all parties involved in a fight are subject to discipline. If a student retaliates after being struck by another person, he/she *may* be subject to the same disciplinary measures as the person who started the altercation. Students are advised to remove themselves from a person who is threatening them and report to a staff member.

#### **9. *Threatening a staff member/student/person associated with the district***

Any statement, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), destruction of property, or noncontact action that a staff member, student, or other person associated with the district feels to be a threat will be considered a verbal assault as well as profanity directed toward a staff member.

#### **10. *Extortion***

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

#### **11. *Falsification of schoolwork, identification, forgery***

Forgery of passes and excuses are forms of deception and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Falsification/cheating on state-mandated tests is unacceptable and discipline action will take place at the school and state level.

#### **12. *False alarms and false reports***

A false emergency alarm or report endangers the safety personnel that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

#### **13. *Explosives***

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

#### **14. *Trespassing***

Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization from the administration.

#### **15. *Theft***

When a student is caught stealing school or someone's property or receiving or possessing such property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the administration. The school is not responsible for personal property.

#### **16. *Disobedience/Insubordination***

School staff are acting in "loco parentis," which means they are permitted by law to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. This includes reporting for detention, Saturday school, and in-school restriction. If given a



reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

### **17. Damaging property**

Vandalism and disregard for school property will not be tolerated. Financial restitution as well as disciplinary steps may be taken.

### **18. Truancy**

Attendance laws require students to be in school all day or have a legitimate excuse. Penalties can range from detention to a referral to court and/or revocation of the student's driver's license.

### **19. Unauthorized use of school or private property**

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

### **20. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action. This includes a refusal by a student to serve detentions, Saturday school, etc.

### **21. Collusion**

No student shall assist or aid in any way another student in violating school rules and regulations or any law or ordinance when either student is properly under the authority of school personnel.

### **22. Displays of affection**

The demonstration of affection between two students is a personal matter and not meant for public display. This includes touching, kissing, or any other contact that may be considered sexual in nature.

### **23. Possession/Use of electronic devices**

While students may possess personal communication devices (PCDs) in school, on school property, during after-school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones, telephone paging devices, and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other board-provided vehicles or on a school bus or board-provided vehicle during school-sponsored activities, at the discretion of the bus driver and classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "on" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds and/or images of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

The use of PCDs that contain built-in cameras is prohibited in classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/ returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Students are personally and solely responsible for the care and security of their PCDs. The school district assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

#### **24. Violation of school and classroom rules**

Each classroom has different rules for students. Rules are for the safe and orderly operation of our school and each classroom. Students will be oriented to specific rules for each classroom during the first week of that class, all of which will be consistent with the policy of the school.

#### **25. Violation of bus rules**

Any actions or disruptions that jeopardize the safety of those using school transportation.

#### **26. Disruption of the educational process**

Any actions or manner of dress that interferes with school activities, and/or disrupts the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

#### **27. Obscene, profane, indecent language or actions**

A student shall not engage in any action which frightens, disgraces, degrades, or tends to frighten, disgrace, or degrade a teacher, student, employee of the district or visitor by written, verbal, physical, electronic or gesturing means. This shall include possession, use of obscene gestures, pictures or signs.

#### **28. Use of school computer/network**

Inappropriate materials shall include, but not be restricted to, pornography, profane language, material oriented against Crestview community standards, persons of race, religion, ethnic background, gender, or nationality, and materials that promote illegal products or ideas. Students are prohibited from using school-owned computers to access or use electronic mail and chat rooms. Students are prohibited from using another's user name and/or password.

#### **29. Students are not to use another student's agenda at any time.**

#### **30. Harassment/Hazing/Bullying**

Crestview Middle School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

##### **Sexual Harassment:**

##### **1. Verbal:**

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

##### **2. Nonverbal:**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

##### **3. Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, or pushing with a fellow student, staff member, or other person associated with district.

##### **Gender/Ethnic/Religious/Disability Harassment:**

##### **1. Verbal:**

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.

##### **2. Nonverbal:**

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person. or other person associated with the district.

##### **3. Physical:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with an administrator to report any harassment incident.

The student may make contact either by a written report or by telephone or personal visit. During the contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared and a copy forwarded to the principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. All

students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

**Hazing** by any school group, club, or team 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.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

**Cyber-Bullying** is abusive behavior including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device and will not be tolerated.

### **31. Sexting**

The possessing, taking, disseminating, transferring or sharing of nude, obscene, porno- graphic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

### **PROBABLE DISCIPLINARY ACTIONS:**

Crestview administrators employ a system of progressive discipline whereby more serious/repeated offenses of the code of conduct call for more severe consequences. The administration will make every effort to be reasonable and fair. Students and parents must realize that there are sometimes extenuating circumstances that may call for different penalties for similar offenses. Consequences may include verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school-restriction, Saturday School, assignment to alternative schooling, community service, emergency removal, referral to law enforcement agencies, suspension and/or expulsion. Whenever a three day restriction/ suspension is imposed for a first offense, a second restriction/suspension **may** normally be for five days, a third restriction/suspension **may** be for ten days with the possibility of a recommendation for expulsion.

The following offenses are considered more serious in nature and will likely carry the listed consequences:

- 1. Use of drugs (possession, attempt to possess, distribution, sales, use)**
  - 1<sup>st</sup> Offense – 10-day out-of-school suspension with referral to law authorities
  - 2<sup>nd</sup> Offense – Recommended expulsion and referral to law authorities
- 2. Use of alcohol (possession, attempt to possess, distribution, sales, use)**
  - 1<sup>st</sup> Offense – 10-day out-of-school suspension with referral to law authorities
  - 2<sup>nd</sup> Offense – Recommended expulsion and referral to law authorities
- 3. Use of tobacco/tobacco paraphernalia (possession, attempt to possess, distribution, etc.)**
  - 1<sup>st</sup> Offense – 3-day out-of-school suspension with possible referral to legal authorities
  - 2<sup>nd</sup> Offense – 5-day out-of-school suspension with referral to legal authorities
  - 3<sup>rd</sup> Offense – 10-day out-of-school suspension with referral to legal authorities
  - 4<sup>th</sup> Offense – 10-day out-of-school suspension/recommended expulsion
- 5. Possession of a weapon**
  - 1<sup>st</sup> Offense – Recommended expulsion with referral to law authorities
- 6. Use of an object as a weapon**
  - 1<sup>st</sup> Offense – Administrative discretion/suspension/recommended expulsion
- 7. Purposely setting a fire**
  - 1<sup>st</sup> Offense – Recommended expulsion with referral to law authorities
- 8. Physically assaulting a staff person, student, or other person**
  - 1<sup>st</sup> Offense – 10 day out-of-school suspension/possible expulsion
- 15/17. Theft/Damaging property**
  - 1<sup>st</sup> Offense – 3-day out-of-school suspension/possible referral to law authorities/restitution
  - 2<sup>nd</sup> Offense – referral to law authorities/restitution/10-day out-of-school suspension/recommended expulsion
- 23. Possession/Use of electronic devices**
  - 1<sup>st</sup> Offense-detention
  - 2<sup>nd</sup> Offense- Saturday School
  - 3<sup>rd</sup> Offenses-Three (3) Days In School Restriction
  - 4<sup>th</sup> Offense-Two (2) Days Out of School Suspension
- 27. Obscene, profane, indecent language or actions**
  - 1<sup>st</sup> Offense – 3-day out-of-school suspension with possible referral to legal authorities
  - 2<sup>nd</sup> Offense – 5-day out-of-school suspension with referral to legal authorities

3<sup>rd</sup> Offense – 10-day out-of-school suspension/recommended expulsion

## 28. *Use of school computers/technology*

\*Use of another's password – Saturday school and loss of computer privileges

1<sup>st</sup> offense – 3 days out of school suspension and loss of computer privileges

2<sup>nd</sup> offense – 10 days out of school suspension & loss of computer privileges

3<sup>rd</sup> offense – Recommend expulsion

## SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, 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. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

## CRIMINAL ACTS:

Any criminal acts taken or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

## DRESS AND APPEARANCE CODE:

The following code is established for dress and appearance at Crestview Middle School. While dress and appearance codes must be flexible due to changing styles, any type of dress or grooming that distracts from the educational process or causes concern for the health or safety or general well-being of the students will be considered improper. Clothing which is deemed appropriate must be worn according to the purpose for which it was designed. This dress and appearance code reflects the values and standards of the community and was established with input from students, parents, faculty, and administration. This dress code will be strictly enforced, and students are expected to be familiar with the code and govern themselves accordingly. Failure to follow the dress code will be considered disobedience of school rules and will be treated in the following manner:

**First offense:** The student will be asked to change the inappropriate clothing and be issued a verbal reprimand. **Second offense:** The student will be asked to change the inappropriate clothing and be issued a detention. **Third offense:** The student will be asked to change the inappropriate clothing and be issued a Saturday school. **Fourth offense:** The student will be issued three days out-of-school suspension.

**Fifth offense:** The student will be issued ten days out-of-school suspension. Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, or inflammatory messages on my clothing?
- Would I interview for a job in this outfit?
- Am I dressed appropriately for the weather?

\* The Principal's decision about dress code issues is final.

1. A student's appearance should be clean, neat, and well groomed.
2. A student's hair should be clean, of natural color, well groomed, and cut so as not to inhibit good vision, (Not in the student's eyes – causing them to shake it out.), A light amount of tinting with color may occur.
3. A student must wear shoes at all times. Shoestrings must be tied at all times. (Slippers may not be worn at any time.)
4. A student may not wear any type of hat or cap within the building during the school day.
5. A student may not wear winter coats, overcoats, jackets, or ponchos within the building during the school day. Pullovers may be worn during the school day.
6. A student may not wear sunglasses within the building during the school day.
7. A student may not wear bandanas, armbands, or gang-related clothing on school property.
8. A student may not wear any clothing or shoes with sharp objects. Pocket chains or chain wallets may not be worn.
9. A student may not wear dirty or torn clothing of any kind. A student may not wear clothing which drags upon the ground. No holes in pants. (No tape or items under holes. Pajama bottoms are prohibited.)
10. A student may not wear clothing, shoes, or jewelry with questionable writings or drawings while on school property.
11. A student may not wear any clothing, shoes, or jewelry which promotes sex or violence while on school property; a student may not wear clothing, shoes, or jewelry which advertises or makes reference to the use of tobacco products, alcoholic beverages, or drugs while on school property. (No double meaning items.)
12. A student may not wear clothing worn in physical education classes to regular classes.
13. A student may not expose underwear, including sports bras.
14. A student may wear shorts throughout the school year using the following guidelines:
  - a. All shorts must be no more than 4 inches above the knee. (ex. Bermuda shorts and capris)

- b. No biking, spandex, or compression shorts may be worn.
  - c. No boxer shorts/underwear/extra short gym shorts (Soffee) may be worn.
15. A student may not wear a top or blouse, which clearly exposes a bare back or bare midsection.
  16. A student may **not** wear a tank top, sleeveless shirt, or sleeveless dress, unless it is covered by another shirt, sweater, or jacket at all times.
  17. A student may not wear any clothing, which is see-through in nature.
  18. A student may not wear tops or blouses with low-cut or revealing necklines.
  19. A female student may wear leggings or form fitting pants with an extra-long t-shirt, blouse, dress or sweater that meets the fingertips in front and in back when standing naturally.
  20. A student may not exhibit any visible jewelry in body piercing(s), except a small nose or lip stud, during the school day, school activities, or school event. No ear gauging. (Body piercing is defined as any piercing of the body other than the ear.)
  21. A student may not have visible tattoos, which are inappropriate in their expressions, such as tattoos which promote sex or violence, state or insinuate profanity or gang symbols, or advertise tobacco products, alcoholic beverages, or drugs.
  22. A female student may choose to wear a non-form fitting dress or skirt, which may be no shorter than 4 inches above the knee.
  23. A male student may wear a mustache or beard as long as it is clean, well-trimmed, and well-groomed.
  24. Book bags are to remain in the student's locker during the school day, unless used for their laptop.

Students who need to alter this dress code to accommodate individual needs or injuries must first obtain permission from the Principal.

Students who participate in extra-curricular sports and/or activities need to recognize that coaches and/or advisors have the right to establish a dress and appearance code for their teams/groups above and beyond the school dress code.

### **RULES IN THE GYM – NOON TIME:**

- 1) No food or drink is to be brought into the gym.
- 2) No students are to have their shoes on while on the gym floor at any time.
- 3) All shoes are to be put in the permanent bleacher section or in front of the side bleachers.
- 4) No students are to go into locker rooms without first gaining permission from the supervisor.
- 5) Students are not to stand in the doorway exiting the gym at any time. Teachers are to have access to the hallway at all times.
- 6) Students are not to be in the hallway between the auditoria and the gym nor the hallway outside the gym unless getting a drink or using the restroom.
- 7) Discipline can range from sitting the rest of the noon period to being removed from the gym and sitting in the auditoria for an extended period of days. Detention, Saturday school, ISR, and OSS can also be implemented as deemed necessary.
- 8) Balls that are hit or thrown into the ceiling and walls will be confiscated by the supervision staff for the remainder of the lunch period.
- 9) No half court or longer shots are to be taken with basketballs where someone could be hit by accident with the ball.

### **DISCIPLINARY OPTIONS:**

#### **Detention:**

Detentions will be held in the study hall, room 201, or as established by the classroom teacher. A student may be detained before or after school by a teacher and/or the administration. One day's advanced notice will be given. The student or his/her parents are responsible for transportation. Specific rules will be distributed to students who are assigned a detention.

#### **Saturday School:**

Saturday School will meet from 8:30 a.m. to 11:30 a.m. in the study hall. Entrance to the building should be made from 8:15 a.m. until 8:30 a.m. by using the Knight Door, #3. No students will be admitted after 8:35 a.m. and any students arriving between 8:30 a.m. and 8:35 a.m. will be required to stay until 11:45 a.m. No students will be dismissed early for any reason except an emergency. Students will be expected to do homework or other academic work. Students will be expected to keep busy the entire time. Sleeping or talking will not be permitted.

Any student not attending a Saturday school placement or dismissed from Saturday school because of misconduct will be assigned in-school restriction and/or out-of-school suspension.

A student missing detention and an ensuing Saturday school will be issued two days in-school restriction.

A student may be excused from Saturday school and reassigned at a later day if a request is made in advance to the Principal, who will consider the request. Students will not be excused after the fact. A Saturday job will not be grounds for an excused absence.

All normal rules and regulations that apply to regular school also apply to Saturday school. Other rules and regulations and the specific time schedule will be explained by the supervisor of the Saturday school session – this is at his/her discretion.

#### **In-School Restriction**

A student may be assigned to in-school restriction for disruptive behavior. Students who are assigned to the in-school restriction room will be required to do their schoolwork. Students will receive credit for work done during an in-school restriction assignment. ***Students are not permitted to attend classes or extra-curricular activities during their restriction.*** In-school restriction is a disciplinary option that may be implemented by the administration at any time and is not subject to the appeal process as a suspension would be.

#### **Out of School Suspension:**

1. The superintendent/HS principal/MS principal may suspend.

2. No suspensions are to exceed 10 school days.
3. The superintendent/HS principal/MS principal must give written notice of intention to suspend and the reason(s) why to the pupil.
4. The pupil must have an opportunity to appear at an informal hearing before the principal and has the right to challenge the reason(s) for the intended suspension or otherwise explain his actions. The hearing may take place immediately.
5. Within 24 hours of suspension, the administrator must notify in writing the parent, guardian, or custodian of the pupil, and also the clerk of the Board of Education.
6. Students who are suspended from school are not to be allowed to make up work missed.

The superintendent may expel a student from school for up to 80 days and in some cases for an entire year (use or possession of weapons at school, on school property or at school activities, inflicting serious physical harm to persons or property at school, on school property, or at a school activity). The superintendent must give the pupil and his/her parent or guardian written notice of the intended expulsion. Within 24 hours of the expulsion, the parent/guardian/custodian of the student and the clerk of the board of education will be notified of the action to expel.

Students who are restricted, suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. Expulsion may result in the loss of credit for courses taken at school.

## **MISCELLANEOUS:**

### **Cafeteria:**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. No food or drink may be taken from the cafeteria. Students are expected to adhere to the following lunch room guidelines:

- Deposit all lunch litter in wastebaskets.
- Return all trays and utensils to the dishwashing area.
- Leave the table and floor around your area in a clean condition.
- Replace chairs taken from other tables.
- Payment protocol:
  - a. The debit card is set up for students to put money on accounts ahead of time.
  - b. Family accounts may be set up at any time.
  - c. Print out of student's purchases is available.
  - d. Questions-contact the Food Service Supervisor.

### **Library:**

The library has books, magazines, and pamphlets, as well as computer technologies for assigned study and recreational reading. It is open for use from 8:00 AM until 3:00 PM.

### **Video Surveillance and Electronic Monitoring:**

In order to protect school property, promote security and protect the health, welfare and safety of students, staff and visitors, the board of education authorizes the use of video surveillance and electronic monitoring equipment on school property, in the school building, and on school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, board policy, or the student code of conduct.

### **Lockers:**

It is recommended that students not leave anything of value in a locker. The school will not be liable for any loss or damaged personal items. All lockers are expected to be kept clean and neat at all times. You are to use the locker assigned to you and remain out of other student lockers. Student lockers, desks, cabinets and other similar property are the property of the school. Such property carries no expectation of privacy. Lockers, desks, cabinets, etc. and their contents are subject to search by school officials at any time and without warning, possibly with the assistance of trained dogs. Anything, which is placed on a locker and is deemed inappropriate by the administration, is subject to removal. (No locker signs or decorating of lockers without permission from the administration is allowed.) A student may place a lock on their lock, but must provide the office with its combination and/or key.

### **Student visitors:**

Anyone wishing to visit Crestview Middle School must have prior approval from the Principal. Student visitors will not normally be allowed at Crestview.

### **Assemblies:**

Assemblies are scheduled periodically. A time and place for study is arranged for those who do not wish to attend. Disrespect, misbehavior, and unnecessary noise will not be tolerated.

### **School spirit:**

School spirit is an important part of being a student. It is important that you are able to win and lose with dignity. Being polite to teachers, guests of our school, and students from other schools is also important. Posters and pep signs are restricted to the gym, study hall, hallways and auditoria bulletin boards. All signs must be approved by the administration. Each group is also responsible for removing its signs when the event is over. Pep sessions will be scheduled during the school year and will usually be held at the end of the school day.

### **Textbooks and fees:**

The school furnishes books to all students. Unreasonable damages to textbooks will result in fines. Some courses require workbooks and supplies other than the standard textbook. These will be sold in the office. It is suggested that all workbooks and supplies be purchased as soon as needed. This will make it possible for the student to stay up to date on any required class work. All fees must be paid by the end of the third week of the semester – if this can't be done, other arrangements need to be made with the office. Failure to do so will lead to denial of participation in all activities including field trips and school activities such as Fun Day.

### **Fire, Tornado, and Safety Drills:**

CMS complies with all fire safety laws and will conduct fire drills in accordance with state law. Tornado drills are conducted during the tornado season and follow procedures prescribed by the state. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **Announcements:**

All important items of interests should be well written or printed and turned in to the office before 7:55

AM. Items written by students must be signed by a class advisor or sponsor. Announcements will be typed on the absence form and distributed to each teacher electronically.

### **Counselors:**

Counseling services are available for every student in the school. These services include assistance with personal or social concerns, help with home or school concerns, educational planning, study skill assistance, or other issues that the student feels he/she would like to discuss with the counselor.

### **Student Valuables:**

Students are cautioned not to bring large amounts of cash to school. Students are responsible for their own property. If it is necessary to bring more money than usual to pay a bill, leave it in the office. During a physical education class, it would be wise for the student to give his/her valuables to the instructor for the duration of the class. Do not leave items in the hallway, in the lunchroom, the locker rooms, and restrooms. Students are encouraged to use a lock.

### **Care of Property:**

Students are responsible for the care of their own personal property. CMS 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 program. Therefore, if a student damages or loses school property, the student and/or his/her parents 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.

### **Field Trips:**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies on field trips.

### **School Bus Transportation:**

Students who ride buses are transported to their designated stops as identified by parents or guardians at the beginning of the school year. Normally the designated stop is the student's home, but parents/ guardians are permitted to select a designated stop (babysitter's home, grandparent's home, etc.) as long as the designated stop is available on school bus routes and is the same designated stop each day.

A specific list of bus safety rules is passed out to all students riding a bus during the first week of school, but the policies and procedures set forth in the student conduct code apply to students riding the school bus as well. In general, the following rules apply to students who ride the school bus:

- Stay seated and keep head, hands, and feet inside the bus.
- Students will be assigned seats and expected to sit in those seats.
- Students should observe good conduct.
- No pets on the bus.
- Be courteous; no profane or off-color language.
- No illegal substances like tobacco, alcohol, drugs, etc.
- No drinks, food, or candy are to be consumed on the bus. All students will be dropped off at the designated stop only, not along the bus route anywhere so that the student may get home at an earlier time.
- No throwing items on the bus or destruction of school property.
- Keep the bus clean.
- Talk softly. No talking is permitted at railroad crossings.
- No fighting or rough play on the bus.

The following disciplinary consequences are used when students do not follow the rules for riding the bus:

1. First offense: Verbal warning
2. Second offense: Detention is assigned
3. Third offense: Saturday school is assigned
4. Fourth offense: Denial of bus riding privileges for five days
5. Fifth offense: Denial of bus riding privileges for ten days
6. Sixth offense: Referral to the superintendent for denial of bus riding privileges for remainder of school year.

The administration does reserve the right to bypass this step procedure with incidents deemed extremely inappropriate or those which endanger the safety of the student(s) or the bus driver.

**Permission to Ride Other Buses:**

Students must ride the bus to which they are assigned. Any exceptions to this policy are subject to approval by the transportation director.

**CRESTVIEW ATHLETIC CODE OF CONDUCT:**

***Philosophy of Athletics***

The Crestview Local Schools believe that athletics are a privilege and an integral part of the total educational program. Students have NO absolute right to participate in athletics; however, it is a privilege that is strongly encouraged. We believe that athletics make school life richer and more rewarding and that adherence to certain behavior codes and academic standards enhance an individual's quality of life.

**ELIGIBILITY AND TRAINING RULES FOR ATHLETES:**

**I. Athlete**

An athlete is any student in grades 7-8 who is currently participating, who has participated, and who will be participating in the future for any Crestview interscholastic athletic team.

**II. Participation**

Participation in athletics at Crestview Middle School is not a right, but an extension to those that follow the rules of the code of conduct. Participation in athletics requires that all student-athletes behave appropriately at all times. Their behavior is a reflection on themselves, their families, their activity, their school, and their community. If student-athletes engage in conduct on or off property that is demeaning to their role and/or is unbecoming of Crestview student athletes, they may be denied the opportunity to participate in the activity.

**III. Eligibility**

The Crestview athlete will meet the standards established by the Ohio High School Athletic Association and the Crestview Board of Education.

**Scholarship**

- \* Grades 7-8 - To be eligible a student-athlete must be currently enrolled in a member school and have no more than one (1) F in the previous grading period. Grades for the preceding nine weeks determine eligibility for the following nine-week grading period.

**Non-Interscholastic Participation**

- \* Students may participate in non-interscholastic competition prior to and after the school season during the school year under the following conditions:
  - The number of players from the same school squad (roster) is limited to the following: baseball and softball (4), volleyball (3), basketball (2), soccer (5). This rule is not in effect from June 1 - July 31. Football squad members are prohibited from non-interscholastic participation except from June 1 - July 31.
  - A player may continue to play with a non-interscholastic team in a national qualifying tournament after July 31 until the team is eliminated, but no later than Labor Day.
  - During the school year, outside of the school's sport season, an athlete may try out for, practice, and compete in a non-interscholastic program except in football.
  - Participation in a non-interscholastic contest while a member of a school squad in the same sport is PROHIBITED. An athlete becomes a member of a squad by participating in an interscholastic contest (scrimmage, preview, or regular season contest).

**IV. Transfer Rule**

- See the athletic administrator when any question of transfer presents itself.

**V. Citizenship**

- A. The Crestview Athletic Department expects correct conduct by the participating athlete at all times. B. Expanded jurisdiction clause: A student-athletes' behavior is expected to be above reproach at all times. The school has the right to subject any athlete to disciplinary consequences for any misconduct that occurs off of property owned or controlled by the district, but that is connected to activities or incidents that have occurred on property owned or controlled by the district. Also, any misconduct by a student-athlete that, regardless of where it occurs is directed at a district official or employee, or the property of such official or employee.
- C. Improper conduct in any phase will lead to direct disciplinary action by the principal, athletic administrator, or coach. Improper conduct is anything deemed as such by school staff and administrators according to the policies written in the student handbook.

**First violation** - coach will handle based on policies established at start of season.

**Second violation** - denied participation for one week (minimum one game, includes practices)

**Third violation** - denied participation for remainder of season (loss of any potential awards)



- D. Criminal act: an athlete under investigation by a law enforcement agency for committing a criminal act or found guilty of a criminal act, may be denied participation with the possibility of permanent denial. Permanent denial of participation may occur with due process at the discretion of the coach, athletic administrator, and principal.
- E. Hazing/Harassment of other athletes or other students will not be tolerated and will be handled by the coaches and the administration. Hazing is defined as "to force others to do ridiculous or painful things as in initiation." It can involve whipping, beating, and branding, forced consumption of any food, liquor, beverage, drug, or other substance. It also involves harming the physical and mental well being of another person, causing substantial mental stress, including deprivation of sleep or rest or extended isolations. Even the threat of embarrassment can be considered hazing or harassment. Coaches and administrators are expected to control locker room activity and provide a safe environment for all student-athletes. Administrators must be notified immediately if such activity is occurring or the threat of such activity is occurring. No district employee shall plan, direct, encourage, aid in, permit, condone, or tolerate hazing or harassment in any form. A student involved in hazing or harassment will first be removed from the team while an investigation is conducted. Following the investigation, a determination will be made by the administration based on its finding as to whether or not the student will be permitted on the team again. Also, further disciplinary consequences could occur at the discretion of the administration.

#### VI. Attendance

Unless there is a notified absence cleared through the principal's office, athletes must be **in attendance by 8:15 a.m. if they are to participate in a contest or practice**. Notification must be made by the start of the school day.

#### VII. Appearance

An athlete's appearance should show a positive representation of Crestview Middle School. The coach of each sport will establish specific rules of appearance. Hair will be groomed, piercings will not be permitted to be shown during contests, tattoos may not be visible and will be covered if necessary, headbands, wristbands, and other such "individualized" apparel will not be permitted to be worn by any student-athlete except for a reasonable excuse.

#### VIII. Game Behavior

Student-athletes and coaches are both expected to behave with class and sportsmanship in victory and defeat. All student-athletes for every sport at Crestview will:

- \* Shake the hands of both the opposing teams' coaches and players when required to do so before and/or after the contest.
- \* Place the right hand over the heart during the National Anthem. All student-athletes should show unity as a team when honoring the country.
- \* Not direct any verbal or physical dismay at any other player, coach, fan, or official. All student-athletes should act appropriately on the court or on the field at all times and handle each emotional situation with class and maturity.

#### IX. Drugs-Tobacco-Alcohol

Drugs/tobacco/alcohol shall not be used by *or be in the possession of* any Crestview athlete during the course of the entire year, including summer. This policy includes electronic cigarettes, vapor pens, and/or any type of delivery system for nicotine. This policy applies both on and off school grounds and is a 365 day policy.

#### X. Terminology

##### A. Assessment

An athlete may be referred for an assessment if found in violation of the Code of Conduct. An assessment must be completed through an approved alcohol/drug treatment entity.

##### B. Recommendations

Upon the completion of the assessment program a recommendation will be made to the school administration.

##### C. Appeal Board

Appeals may be made on decisions regarding these matters. They will be handled by the school's administration.

#### XI. First Violation

The student-athlete will be denied participation in the specified number of contests as follows:

**2 regular season contests/tournament** - football, boys' and girls' cross country, boys' and girls' track, football and competition cheerleading, and boys' and girls' soccer.

**4 regular season contests/tournament** - volleyball, golf, boys' and girls' basketball, baseball, basketball cheerleading, and softball.

Denial of participation in athletic contests may carry over into the next sports' season. (e.g.-If only 2 games remain in the volleyball season, and the athlete is suspended for 4 games, the athlete will be denied participation in the first 2 games of the next sports season in which he/she participates.) The athlete must complete the season in order to count contest toward game suspensions. Each season is defined as beginning on the first day of scheduled practice as established by the Ohio High School Athletic Association. Any addition to the team roster after that date must be approved by the administration.

The athlete must attend the assigned assessment program and follow all recommendations made by the program. The athlete will be denied participation until this requirement has been met.

#### XII. Second violation

The athlete will be denied participation in all athletic activities for one calendar year. The athlete must also receive an assessment and

follow all recommendations of the assessment. The athlete will be denied participation until this requirement is met. The athlete will forfeit all school-sponsored athletic awards.

### **XIII. Third violation**

The athlete will be denied participation in any interscholastic sport for the remainder of his/her career.

### **XIV. Requirement for returning to athletics**

In order for an athlete who has been denied participation due to alcohol/drug/tobacco use to return to the athletic program, he/she must complete the recommendations of the assessment program. A written report indicating the athlete's successful completion of the recommendations must be presented to the principal before participation can resume.

### **XV. Due Process**

The athletic administrator will meet with the student-athlete to review the complaint. Based on the review of the facts in this meeting the decision will be made by the athletic administrator to deny participation or not to deny participation. The student and the parent/guardian will be notified in writing if the decision is to deny participation. The athlete may appeal this decision to the principal. The athlete's appeal must be in writing and submitted to the building principal within 48 hours after receiving the written notification from the athletic administrator or the right of appeal will be waived. The final authority to deny participation rests with the building principal. Until a decision is reached on the appeal, the student will be denied participation.

## **HONORARY CLUBS:**

### **Blue Club criteria:**

- Member will be on Honor or Merit Roll for the semester
- No grade below a B including exams.
- Absent five or less days per semester.
- Active member of three or more activities and/or organizations of which one must be associated with the school during the time of eligibility. (Example: Athletics, swing choir, marching band, FCA, cheerleaders, pep club, art club, church youth group, 4-H, boy scouts, candy strippers). A job for an employer may replace an organization.

### **Red Club criteria:**

- No grade less than a C on the grade card per semester (Includes Exam grades).
- Absent five or less days per semester.
- Active member of two or more activities and/or organizations of which one must be associated with school during the time of eligibility. (Check examples listed in Blue Club Criteria). A job for an employer may replace an organization.

### **Selection process and award**

- Check grades;
- Check attendance;
- Students pick up certification forms for organizations, etc. and return;
- Students will be allowed two weeks to complete certification;
- Shirts and certificates will be given out at an assembly.

## **ACCEPTABLE USER OF TECHNOLOGY GUIDELINES:**

Crestview students have the opportunity to access a worldwide computer network called the Internet. Crestview Local Schools have established an agreement with the Northwest Ohio Area Computer Services Cooperative (NOACSC) to enable us to provide this through a computer link to NOACSC.

Students will have access to this network from school within the limitation of account restrictions. Because of the increasing use of technology in the learning process, parents are encouraged to consider permitting their child to use the Internet for educational purposes.

### **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 School's 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 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 or 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 your Agreement regarding computer network and internet use. If you have any questions about these provisions, you should contact your child's building principal's office. If any user 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 action.

#### I. PERSONAL RESPONSIBILITY

By signing this Agreement, you are agreeing not only to follow that rules in this Agreement, but are 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 follows 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 *only* 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 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 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 approve 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 serious literary, artistic, political, or scientific value as to minors.
- F. **Internet Safety Education** – Students will be provided classroom education on the following topics: Internet safety, cyber bullying, and Netiquette. Middle school students will be provided education from their core teaching team. Any absent students will have the opportunity to complete the education online.

## 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 or 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 any 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 of 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.

### **MEDICATION POLICY:**

#### **School nurse policies:**

A student who has medical needs during the school day should obtain a hall pass from his/her teacher and report to the office. The following orders have been written by Dr. Thomas Lautzenheiser, MD, the Van Wert County Health Commissioner, and can be provided by the school nurse or her designee:

- Cherry Hall's cough drops for treatment of sore throat. Student must not have fever or pus in throat;
- Caladryl lotion for treatment of itching from insect bites, small areas of poison ivy, or minor skin irritation;
- Bactine and Triple 3 ointment (generic neosporin) for treatment of minor cuts and scrapes;
- Vaseline for treatment of chapped lips;
- Aloe vera gel for treatment of first degree burn or sunburn.

If a student brings cough drops from home, the student is asked to see the nurse for a throat check. Students who have fever or illness will be sent home. Parents or other persons listed on the student's Emergency Medical Form will be contacted to arrange transportation.

#### **Medications:**

If possible, students should take needed medication at home. When that is not possible and students must take medications during the school day, they must be administered by the school nurse or her designee. According to Ohio State law, a written statement must be received from the parent, requesting the school to comply with the physician's order. Among information to be included in the statement are:

- Name of student;
- Name of medication;
- Dosage and times and dates it is to be administered;
- Possible adverse reactions and procedures necessary, and
- Any other special instructions.

Medication forms are available at the school office. Orders from physicians may be faxed to 419-749-2484. Medication must be appropriately labeled by the pharmacy or physician with date, name, dosage, and time intervals. It must be in its original container.

Acetaminophen (Tylenol) and Ibuprofen (Advil, Motrin) in dose appropriate for student's age and weight may be given by the school nurse or designee (ordered by Dr. Kalogerou). The medication must be supplied by the parent in its original container, labeled with the student's name and accompanied by signed permission and instructions for use (i.e. for headache, menstrual cramps).

All other over-the-counter medications (cough medicines, antacids, eye drops, etc.) must have an order from the student's physician and written permission from the parent. All medication must be in its original container and labeled with the student's name.

Parents are strongly encouraged to transport medications to school. If circumstances require that a student transport medication, parents are asked to call and speak with the school nurse. Students are to transport medications directly to the office before the start of first period.

**All medications will be kept in the school office.** Students are not to carry any medication except students with asthma who are to carry prescribed inhalers or students with severe allergies who are to carry Epi-pens. No student is allowed to provide or sell any type of medication to another student.

#### **Emergency Medical Information Forms:**

Emergency medical information forms must be completed and returned to the school by the 10th day of school or discipline action and nonparticipation will result.

#### **Asthma:**

All students with asthma are required to have an asthma plan signed by his/her physician. If use of an inhaler is prescribed, the student is responsible to carry his/her inhaler wherever he/she may be. Students with asthma are encouraged to provide an extra inhaler to be kept in the office in case of misplacement or malfunction. No student is permitted to allow another student use of his/her inhaler.

#### **Immunizations:**

All students are required to provide proof of immunizations according to the standards of the Ohio Department of Health. Students who do not meet these standards by the 15th day of school will not be allowed to attend school until the standards are being met. This is an Ohio Department of Health regulation and will be enforced.

#### **Head Lice:**

Head lice are insects that can live in almost anyone's hair. Lice are a nuisance, but lice do not spread disease. However, any student with lice or nits (eggs) will be sent home to begin treatment to decrease the 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, students are discouraged from sharing combs, brushes, hair accessories, hats, coats, or scarves.