

# Crestview Elementary School



## **Student/Parent Handbook 2023 - 2024**

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# Welcome to Crestview Local Schools!

Our primary goal is to positively develop students' intellectual, physical, social and emotional needs during their elementary, middle, and high school years. This Student/Parent handbook contains important information about school rules and procedures that are in place to ensure the safety and success of our students. Please review this handbook with your child.

The primary purpose of Crestview staff is to create an educational environment that will allow our students to learn. Each day we will encourage all Crestview Rebels to work hard and be kind. Our goal is to hold everyone accountable for their actions so we can each be "Proud to be a Rebel".

Crestview Local Schools is the heart of our community. We ask that students will respect the rules, protect the property, and make valuable contributions to their school and society. We wish students, staff and the community a fantastic school year.

## Students' Rights and Responsibilities

- You have the right to get help, but the responsibility to ask for it.
- You have the right to be yourself, but the responsibility to accept others' differences.
- You have the right to use school property, but the responsibility to respect it.
- You have the right to learn, but the responsibility to do your best.

## District Mission Statement

We are Crestview Local Schools, the heart of our community, dedicated to educating and empowering every student with the knowledge and skills for success in an ever-changing world.

## Crestview Elementary School Mission Statement

Students at Crestview Elementary will:

Be **R**esponsible

Make an **E**ffort

All **B**elong

Show **E**mpathy

Be a **L**eader

Be **S**afe



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# At a Glance

- **School Day**
  - Begins at 8:35 a.m. (tardy bell) until 3:10 p.m. (dismissal)
  - Students who arrive after 8:30 a.m. must be signed in at the office.
  - Students may not be picked up for an early dismissal after 3:00 p.m.
- **Transportation**
  - We ask that parents use the SchoolPass app to add additional drivers and license plates
  - No student should arrive before 8:10 a.m.
  - You may not park in the pickup any earlier than 3:00 p.m.
  - Bus changes are not permitted unless previously approved by the transportation department (330-482-5608).
- **Emergency Forms** - [Final Forms](#)
  - Students will not be allowed to participate in field trips without a current EMA on file.
- **Absences**
  - Report your child off by utilizing the SchoolPass app
  - Call the Crestview Education Connection at 330-482-5618
  - Vacation requests ([click here for a copy of the form](#)) - Please fill out this form and send in for the principal to sign.
    - All missed work will be given upon return from the vacation.
  - Makeup Work - work can be sent home if the child has missed two days or more.
- **Medication**
  - All medications must be brought into the school by the parent/guardian.
- **Personal Electronic Devices**
  - Are not permitted (cell phones, smart watches, game consoles etc.)
- **Communication**
  - Please sign up for "[E-Communications](#)" for district alerts.
- **Food at School**
  - Food Service Office - (330) 482-5370 ext 40171
  - Free and reduced lunch [application](#) - We ask that all families fill this out.
  - We do **not** allow edible treats. Please send in a non food item such as stickers, pencils, erasers, etc.



### Educational Goals

**Goal #1:** Students will learn and teachers will evaluate their progress through a variety of assessments and teacher observations.

**Goal #2:** Students will be active learners. Student progress will be individually monitored and intervention will be provided as necessary.

**Goal #3:** Students will be respectful of the rights of others and be responsible for their actions. Success will be evaluated by monitoring discipline reports, conduct grades, and staff observations.

**Goal #4:** Students will participate in a variety of activities in order to promote personal health and fitness. Students will be evaluated by teacher observations of student performance.

**Students with disabilities:** Crestview Local School District operates in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, along with state and federal mandates.

### Social-Emotional Learning Goals

**Goal #1: Relationship Skills** - Students will be able to build relationships by increasing conversation with their peers and adults and will become aware of their feelings and facial expressions.

**Goal #2: Self-Awareness/Management** - Students will be aware of their own attitude, body language, and stress level. They will be able to identify when they need coping skills.

**Goal #3: Responsible Decision Making** - Students will be responsible for creating goals and identifying educational, social, and personal goals.

**Goal #4: Family/Community Partnership** - Students will participate in school activities with their families and create relationships with others in the community.

These goals will be accomplished through collaboration between elementary staff, the school counselor, and students. The students will receive guidance and wellness lessons on a regular basis that will encourage personal, social and emotional growth. The students will have the option to participate in private and community counseling sessions as needed.


## Student Arrival and Dismissal Procedures

### **Beginning and ending of school day:**

8:35 a.m. - Tardy bell rings and school begins

3:10 p.m. - Dismissal bell rings and transport release begins

**Changes in Transportation Routine:** Parents should be consistent with their children's transportation to and from school. Do not call the school with changes in transportation unless it is an emergency. Unless we are informed of any changes, the student **will** be sent home by his/her regular means.

**Transport Students:**  All transport parents will be required to register the license plate(s) of any vehicle that may drop off or pick up their child (see School Pass welcome letter). If your child is occasionally a transport student, please send a note the day that they will be a transport student that includes your child's name, teacher's name, and the name and license plate number of the person who will be picking them up. Additionally, you may add additional drivers and license plate numbers through the SchoolPass app, which is shown above.

**Drop off/Pick up:** We ask that parents use the designated drop-off lane in the morning when bringing students to school. Students safety is our top priority and no one is permitted to compromise this by parking along the curb. Parents who choose to transport their child will enter the school access road from Crestview Road and form one single line. You will drive down the access road and will drop off or pick up by the flagpole doors before driving back up the access road to exit at Crestview Road. For a visual of this explanation, [click here](#).

Morning transport students will enter the gym and then will be released to their classroom. **There is no supervision on the school grounds before school. We ask that students arrive at school no earlier than 8:10 a.m. unless directed to do so by a staff member.** If you arrive after 8:30 a.m., you will need to bring your student into the office to sign them in before they may go to their classroom. A sign will be on the sidewalk to indicate if the tardy bell has rung. Parents are not permitted to escort their student(s) to their classroom.

Afternoon transport students will be released beginning at 3:10 p.m. **You may not park in the pick up line any earlier than 3:00 p.m.** If you arrive early, you will be asked to leave or park in a designated spot and return at the correct time. Parents will remain in their car. Your child will be called to the pick-up area, and a staff member will assist students getting into their car. If you need to ensure your child is properly buckled, please use the available space behind the football stadium after your child has been loaded. Please remain in a single file line to ensure the safety of all students.

**Parents are asked to call the school if they are going to be late for some unforeseen reason.** In the event that the parent or the designated individual does not pick up the child by 4:00 p.m. the following actions will be taken to ensure the safety and well being of the child.

1. Staff will attempt to reach parents and emergency contacts.
2. If staff are unable to reach parents or emergency contacts, police will be notified. If necessary, the local child protection agency will be contacted as well.

**Bus Riders:** When students arrive at school and get off the bus, they may get breakfast before going directly to their classrooms. When school is dismissed, teachers will escort students to the bus zone. No food, drinks, or gum should be consumed on the school bus. **Bus changes are not permitted unless previously approved by the transportation department (330-482-5608).** Bus changes will be approved by the transportation department and will not be made for play dates. If there is a change in your child's bus transportation, a note must be sent to school. The note must include the child's name, teacher's name, destination the child is going to, and the address of the destination.

### Emergency Contacts

**Emergency Forms:** Student emergency forms will be submitted online to [Final Forms](#). We ask that parents or guardians complete the information prior to the end of the first week of school. This information is necessary in order for us to contact you in the event of an emergency during the school day. **Students will not be able to participate in field trips without a current emergency form submitted.**

**Change of Address or Phone Number:** Please keep the school informed when changes occur with phone numbers, addresses, or places of employment. One of the greatest challenges we have during the day is locating parents in the event of the emergency. Updated contact information is vitally important. Doctors/emergency rooms will not treat children without their parents' consent.

## Attendance

Students develop a good or poor attendance pattern early in their school careers. By having students stay home only when absolutely necessary, parents can help their children develop good attendance habits. Please respect student learning time. Students who arrive late or leave early are missing out on valuable instructional time. Ohio School Law lists illness and death in the family as legal excuses for being absent from school. The school may require a written doctor's excuse for extended personal illnesses of three days or more.

**Absences:** If students are absent for any reason, please report the absence by utilizing the SchoolPass app or by calling the Crestview Education Connection at 330-482-5618. Please include your child's name, homeroom teacher, and the reason for their absence. If your child is absent and you have **not** notified the school, you will receive an automated phone message that your child is absent. If you do not report your child's absence, please send in a written excuse signed by a parent that includes the date(s) of the absence, the reason for the absence, and a parent's signature upon their return.

If your child is absent due to a doctor's appointment, please be sure to get a medical excuse from the physician and send it in with your student when they return. Having this excuse is extremely important as the absence does not go against your child's attendance threshold.

**Excuses for Absences: Students are required to present a written excuse to the office within 2 days of returning to school**

Children are not to be taken out of class or kept home except for:

- Personal illness (see section on Illness Guidance for Parents)
- Illness in the family
- Quarantine of the home
- Doctor or dentist appointments (please schedule outside of school hours if possible)
- Death of a relative
- Observance of religious holidays
- Emergency set of circumstances that constitutes a good and sufficient cause for absence (as determined by the district Superintendent)
- Approved vacation requests (please complete a request form prior to the vacation)

Absences for any reason other than those cited above is unwarranted and will be considered an **unexcused** absence, even when a parental call off is made.

**Family Vacations:** In the interest of a student's education, family vacations should be scheduled around the holidays as noted on our school calendar, avoiding testing dates. Students will be excused for vacations provided that parents complete and submit the \*vacation request form\* ([click here for a copy of the form](#)) to the principal and the vacation has been approved. All missing work for the dates approved will be given upon the student's return from the approved vacation. ***\*Please note that even if these dates are approved, they still go against your attendance threshold.***

**Make-up Work:** Students will be responsible for making up missed work. The number of days allowed for make-up work is the number of days absent. This can be quite a load for an elementary student who has missed a lot of school. Parent cooperation is appreciated. Requests for make-up work to be sent home can be made if the child has been absent for two days or more. Requests for homework must be made before 9:00 a.m. Some students may have access to their online classwork through Google Classroom; students can contact teachers for further information.

**Tardy or Late Arrival:** Tardiness is a form of poor attendance. Please help your child be responsible by getting them to school on time. Due to HB 410, any student who arrives after 8:30 a.m. will be marked tardy and will be considered a partial unexcused absence unless documentation is provided.

**Early Dismissal:** Students should never leave the building without being signed out from the office by a parent. Students should bring in a written note on the day of the early dismissal that includes the child's name, the homeroom teacher, the reason for the early dismissal, and the time of the early dismissal. When you arrive to pick up your child, come to the office to sign out. Please bring your photo ID. Your child will be called from their classroom while you sign your child out. No student will be released to a person other than a parent or guardian without a written permission note signed by the custodial parent or guardian. **After 3:00 p.m., students must be picked up in the transport line.**

**Habitual Truancy:** Once a student reaches the threshold of too many hours missed of school, an Absence Intervention Team meeting is required before charges may be filed in juvenile court. This includes unexcused absences, both full days and partial days (tardies or early dismissals).

- 30 consecutive hours without a legitimate excuse
- 42 hours in one month without a legitimate excuse
- 72 hours in one school year without a legitimate excuse
- 38 hours in one month regardless of excuse (parents will be notified in writing)
- 65 hours in one school year regardless of excuse (parents will be notified in writing)

**Perfect Attendance:** At the end of each school year, students with perfect attendance will be recognized. Perfect attendance includes no absences, partial absences, tardies, or early dismissals.

**Home Instruction:** If a student is ill for a period of time due to a serious ailment, hospitalization, accident or other injury that will make attendance at school impossible, an application for home instruction should be made. Parents should contact the school to get the papers necessary for requesting home instruction. A doctor's statement on the length of time the student will be incapacitated will be necessary to determine eligibility. Parents and students on home instruction need to set a schedule with the staff member and keep it unless an emergency occurs.

### **Illness Guidance for Parents**

Deciding when a child is too sick to go to school can be a difficult decision for parents to make. When trying to decide, use the guidelines below and seek advice from your healthcare provider.

**Go to school:** If your child has sniffles, a mild runny nose with minimal drainage, a mild cough without fever, or vague complaints of aches, pains, or fatigue - you can feel free to send them to school.

**Stay at home:** If your child has any of the following symptoms, please keep your child at home.

- Fever - A child must be **fever free for 24 hours** before returning to school.
- Common cold - Keep students home if they have a runny nose AND a fever, bad cough, headache or nausea. Nasal discharge and/or chronic cough may be contagious.
- Diarrhea
- Vomiting - A child should remain home for 24 hours after vomiting and until the child has tolerated at least normal meals.
- Rash - Any skin rash of unknown cause may be contagious and require medical treatment, especially with fever and itching.
- Sore throat - A sore throat, especially with fever and swollen neck glands, may be contagious.
- Ear infections
- Pink eye - Thick mucus, pus, or clear liquid draining from the eye may be contagious. Eyes may appear red and feel irritated, itchy, or painful.
- Head lice - Please notify the school nurse if your child has head lice. For a noted infestation of lice and nits (eggs), your child may not return to school until they have been treated.
- Chicken pox (Varicella)

### **Health Information**

**Illness at school:** We make every attempt to maintain a germ-free environment at school. In the event that your child is identified at school as having an infectious illness, you will be contacted and required to pick up the student. Please have current contact information on file in the office so we can contact you easily.

**Quickmed Clinic:** The clinic will be in operation from 7:30 - 3:30 PM daily and will enhance services to students and families. A Nurse Practitioner will be here and can run tests, for Strep, COVID-19, UTI and a variety of other conditions. They can prescribe medications and continue to assist in community wellness. Quick Med staff will work in conjunction with our nursing staff.

Children will see our nurses first. If the condition warrants, parents can choose whether they want their child to see Quickmed or not. The service offers convenience and may assist in lowering absenteeism. They will bill insurance as would any medical provider; however, they will also see the uninsured at zero cost.

**Medication:** In order to administer prescription medication to students at school, there must be compliance with the Ohio Revised Code 3313.713, which requires information from both the parents and the child's physician. The Crestview Board of Education adopted this policy on January 9, 1985, which requires that the "Parental Request" and the "Physician's Statement" form be completed and filed with the school nurse before any prescription medication can be administered at school. Over the counter medication will no longer be dispensed without a completed form. This includes cough medicine,



aspirin, and other non-prescription medication. **Students may not bring medication to school. Medication must be brought to school by the parent.**

**Immunizations and student health:** If you get any immunizations for your child, or if there is anything significant relating to your child's health, please notify the school in writing so the information can be kept in the child's health records. Please do this the first week of school or as the need arises. If written verification of necessary immunizations is not provided to the school, the student will not be permitted to attend. The student may return to school when all necessary records are received.

**Sunscreen:** If parents feel it is necessary, sunscreen must be applied to children before they come to school. Teachers cannot apply sunscreen to students.

**Physical Education and Recess:** All students are expected to participate fully in Physical Education (P.E.) class. The only time a student is excused from class is with a valid medical excuse. In accordance with state law, a student may not participate in P.E. class without a note of release from the doctor. If your child is restricted from physical activity that includes recess, a doctor's note is required that specifies the reason and duration of limited activity.

### **Student Behavior Expectations and Discipline**

**Purpose & Rationale:** Crestview Elementary School is committed to providing a safe and secure environment so that all students can learn. Student behavior impacts student achievement. We are committed as a school to model respect for all people and provide instructional opportunities to assist children as they learn to live in a diverse society.

#### **Items Not Allowed In School:**

- Weapons or toy weapons
- Electronic games or devices
- Toys (including fidget spinners, unless its use is stated in a student's individual educational plan) (or at teacher's discretion)
- Trading cards (except at teacher's discretion)
- Items that may harm others
- Chewing Gum
- Drugs/Medication(without proper medical documentation)
- Alcohol and Tobacco

**Personal Electronic Devices:** Students are not permitted to use personal electronic devices (cell phones, smartwatches, game consoles, tablets, etc.) during the school day, except at the discretion of the classroom teacher. Devices are to be turned off and kept in students' book bags during the school day. In the event that a student uses their device during the school day, it will be taken by the teacher and it will be returned to the student at the end of the day. Repeated offenses will result in disciplinary referral to the office.

**Bullying:** Bullying is aggressive behavior that involves unwanted, negative actions. Bullying involves a pattern of behavior repeated over time. Those bullying have more social or physical "power," while those targeted have difficulty stopping the behavior. Bullying of any type, cyber, physical, verbal, will not be tolerated. Cyberbullying includes, but is not limited to the following:

- Posting slurs or rumors or other negative remarks about a student or school staff member on a website or any other similar sites such as Twitter, Facebook, etc.
- Any form of an electronic message that is mean or threatening.
- Using a camera on the phone or computer to take and send embarrassing photos/recordings of students or school staff members or post these images on video sharing sites such as Youtube or Facebook
- Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. In contrast, conflict is "a disagreement or argument that may be physical, verbal, etc., in which both sides express their views." Bullying of any type - cyber, physical, verbal, will not be tolerated.

**Students who feel that they are being bullied should report all incidents to the Principals or Guidance Counselor. Parents will be notified and repeated infractions can result in school suspension and/or a report to authorities.**

**Student Code of Conduct:** House Bill 421 requires every Board of Education to adopt a student code on or before September 1, 1976, covering suspension, expulsion, and removal and the types of misconduct for which a student may be suspended, expelled, removed or administered corporal punishment. A copy of the code must be posted in a central

location and made available to students upon request. No pupil may be suspended, expelled, or removed except in accordance with this code.

Our Student Code of Conduct has been established for the welfare of the entire student body. At Crestview School District we believe very strongly in the concept of self-discipline. Our philosophy is that without effective discipline, there is little or no opportunity for a learning situation. We define discipline as control to the point where an atmosphere of learning is established and maintained.

We believe each student has a responsibility to his fellow students and teachers that he or she will exercise self-control to avoid interfering with the educational opportunity within his classroom group and within the school in general. We further believe each student has the right to participate in a learning experience in an orderly and controlled classroom, and he can expect to enjoy this right without disruption by any other class member.

Rules are made in schools, as they are in society, to maintain order. If a student violates a rule, that student must assume the responsibility for his actions. Discipline will be administered to the student as necessitated by the nature and seriousness of the offense. Students who repeatedly fail to follow rules and regulations as listed in the student discipline code will be considered as “unruly” and cited into court under the “unruly child” section of the law. In order for discipline to be effective, it is essential that teachers, parents, students, and administrators work together.

Following is a list of possible disciplinary actions which may be placed in effect against any student who does not comply with the board approved student discipline code:

- a. Conference with administrator or designee.
- b. Detention
- c. Emergency removal from class or school
- d. External Suspension (1 – 10 days), parent conference, and written notification
- e. Court action
- f. Expulsion (up to 80 days with loss of credit), parent conference and written notification
- g. Restitution for stolen or damaged (personal or school) property
- h. Loss of privileges (i.e., driving car, bus transportation, extra-curricular activities, etc.)
- i. Confiscation of objectionable materials

Discipline will be administered according to the seriousness of the specific situation and/or according to the number of repeated offenses committed by the student.

**Violation of the Student Conduct Code:** A violation of any of the following rules while on the school grounds or at any school activity off school grounds will result in disciplinary action. Repeated occurrences, violent behavior, or extenuating circumstances may result in more severe disciplinary action. The administrator will determine the course of action taken once the student has been referred to the office due to any violation of the student conduct code. Violations may result in disciplinary actions such as discussions with students and parents, loss of recess, morning detentions, out of school or in school suspensions, expulsions, and the denial to participate and attend extra-curricular activities.

**Emergency Class Removal:** Removal from class for disciplinary action is a serious matter. Administrators may remove a student from class for the remainder of the current school day or period if that student’s continued presence represents a disruption to the class. Students dismissed are to report immediately to the principal’s office with an appropriate explanation by the teacher to follow. Each dismissal from class will be judged independently. Disciplinary action may range from detention to expulsion.

**Suspension/Expulsion:** Suspension, or expulsion of students for insubordination, misconduct, violation of the Student Conduct Code, behavior detrimental to the best interests of the school, the use of profane or obscene language, immorality, etc. may be determined by the Superintendent of Schools or the administrator. School officials will notify students and parents by letter of intended suspension, expulsion and other serious disciplinary action. A conference with parents, student, and administrator will be arranged when necessary before a student is suspended or expelled. If the pupil’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, he/she may be removed without notice or hearing requirements. Students receiving suspension or expulsion may request a hearing before the local superintendent.

Students suspended from school are also suspended from all extracurricular activities until the morning of their first day returning to school from suspension. This includes weekend activities if the return day is a Monday.

**Search and Seizure:** Administrators may search a student or his/her property (including purses, backpacks, 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 desks are the property of the school district and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including containers or computers. School authorities may conduct random searches at any time without announcement.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

### **Inclement Weather**

**Emergency Closings and Delays:** Hazardous weather or unexpected emergencies may force changes in bus transportation and pick up/drop off times. The school will notify radio and TV stations along with posting to the school's webpage. Parents can also sign up to get text alerts about school delays, early releases, or cancellations on the Crestview website by clicking on "[E-Communications](#)" and following the prompts. Parents are responsible for knowing about emergency closings and delays. **No announcement means that school is in session as usual.**

### **Food at School**

Food is only allowed in the cafeteria and classrooms as permitted. Students may not eat in non-designated areas.

**Free and Reduced Lunch:** We encourage all families to complete the [Free and Reduced Lunch form](#) on our website. If your family meets income requirements, your child may qualify for free or reduced prices for breakfast and/or lunch.

**Breakfast:** Students are encouraged to eat a good breakfast before they come to school or they may purchase a breakfast when they arrive at school. Menus are available on our website.

**Lunch:** Students should bring their own lunch from home or have the appropriate money on their cafeteria account. See below for cafeteria account information. Menus are available on our website.

**Food Service Department (Cafeteria):** The Crestview Local Schools Food Services Department provides nourishing meals to our students and helps fuel their learning in the classroom. The department operates as a self-funded entity, like any other business, and unpaid meal charges place a large financial burden on the Crestview Local School District.

The intent of this policy is:

- To be transparent with our families on the district procedures for handling unpaid meal charges
- To establish policies that are age-appropriate for our students
- To encourage parent/guardian responsibility of meal payments and charges
- To outline the actions the district will take to implement and enforce the policy and collect outstanding debts

**Purchasing & Payments in the Cafeteria:** Every student has a meal account created during the enrollment process. Students use their Student ID number to access their account and make purchases in the cafeteria. Purchase restrictions must be arranged with the Food Services Office directly at 330-482-5370 Ext 40171. Money can be applied to a student's account electronically at <https://www.payschoolscentral.com> (free and reduced application can also be found on this website). Cash or check may be sent in an envelope, marked with the student's name and ID number, to your student's cafeteria (pay to the school's cafeteria, for example: CES Cafeteria). Payments are applied to negative meal debt first, if applicable, and any additional funds will remain as a positive balance for future purchases.

**Charging Meals (Negative Account Balances):** Charging meals is like using a credit card. Meals can be charged to a meal account with payment made at a later time. Charging occurs when a student does not have enough money in their meal account to cover a purchase, causing a negative account balance (or meal debt). Meal charges in the cafeteria are to be made in emergency situations when a student has forgotten their lunch or money. Only complete meals can be charged; extras cannot be charged. Extras purchases are prohibited when an account has a negative balance. Parents are responsible for paying all meal debt on their student's meal account. Keep in mind that a student's meal account balance can fluctuate multiple times each day due to payments made and/or meal and a la carte purchases.

**Snacks:** Students may bring snacks at their teacher's discretion. In order to comply with the Healthy Choices for Healthier Children Act (SB 210), parents should choose healthy options when sending in an individual snack. Suggestions include fruit, vegetables, yogurt, cheese sticks, pretzels, whole grain items, granola bars, etc.

**Birthday Treats:** Due to food allergies among our students, we do **not** allow **edible** birthday treats. If you would like to send in a treat for your child's birthday, please send in non-food items such as stickers, pencils, erasers, etc.

## Student Dress Code

**Weather Appropriate Attire:** Students should be prepared for any type of weather condition that may occur, as they most often go outside for recess. For safety reasons, umbrellas are not allowed at recess. Students go outside for recess if the “feels like” temperature is 20 degrees or higher. Students should be dressed properly for daily outside play, which includes appropriate coats, hats, and gloves. If the weather is not cooperative, students will have indoor recess in their classrooms.

### **Student Dress Code:**

1. Clothing and/or accessories displaying or making reference to alcohol or tobacco or clothing displaying profane, vulgar, discriminatory or sexual language or pictures shall **not** be worn.
2. Hats and/or other headgear, including scarves, hoods on sweatshirts, bandannas, sunglasses (unless medically justified), etc., shall not be worn in the school building during the school day. Students will be told to remove the item while in the school building. If there is an additional violation the same day, the item will be confiscated and sent to the office where items may be returned to the owner at the end of the school day.
3. Attire which exposes the torso (i.e. halter-tops), tank tops, muscle shirts, spaghetti straps, see-through clothing and clothing that does not cover undergarments, is not appropriate school wear. Pants will be worn at waist level.
4. Jewelry and other accessories or clothing that may present a safety hazard or danger to the welfare of self or others shall not be worn (including wallet chains and/or spiked accessories).
5. Outerwear is not permitted to be worn in the classroom unless the teacher deems it necessary.
6. Shorts must reach to the fingertips of the extended arm in length and hemmed.
7. Shirts or blouses must be free from holes and pants must not be cut or have holes above mid-thigh.
8. Tennis shoes are best, especially because of daily outdoor recess and Gym class. Sandals and footwear that can be removed easily may cause injury to the student at recess, gym, or in the stairways. Student's feet must be covered at all times. Flip flops are not permitted at school.
9. Changes in styles and trends make it difficult to have a written rule for each and every dress code situation. The reasonable judgment of the administrator will be used to address areas arising that are not specifically covered above. Items that distract from the educational process, are offensive to others or are dangerous/unsafe will not be permitted. Our goal is to protect the learning environment while allowing a high degree of individual expression. Parents and students are asked to make reasonable clothing choices.

## Personal Belongings

**Lost and Found: Parents should label their child's belongings that are sent to school.** Often, students misplace items and labeling can help when locating them. Our lost and found department is always full. Please check or have your child check if something is missing. The lost and found is located in the hallway outside of the cafeteria doors. All items left in the lost and found will be donated to the needy at winter and spring break.

**Personal items and extra money: Toys (including fidget spinners, unless otherwise permitted at teachers' discretion), electronic devices and other items of value are not allowed in school.** If a child brings an item to school without teacher permission, the item will be collected and kept until the parent comes in for it. When money is brought to school it should be for a specific purpose (ex: lunch money) and should be in a labeled envelope. Personal items and money can be lost, damaged, or even stolen. We are not responsible for your child's personal property.

## Academic Information

**Special Programs:** In addition to classroom instruction for math, language arts, science, and social studies, students have access to the following programs:

Occupational Therapy	Physical Therapy	Speech Services	Title I Reading/Math	Physical Education
Art	Library	Music	STEM	Gifted Education

**Homework-Grades K-4:** As educators it is our responsibility to present the different subject matter to students in the classroom setting. It is often necessary to ask students to do homework. Homework is a form of reinforcement, enrichment and practice of various skills. Homework assignments may also be part of a student's grade. It is important that students complete their assigned homework on time.

**Progress Reports:** Progress reports will be sent during the fifth week of each grading period to the parents of students in jeopardy of receiving a failing grade.

**Report Cards:** Report cards will be posted to Parent Access and sent home with your child at the end of the school day on the Friday following the close of each grading period. Students who owe school fees or have forms needing turned in may not receive their report card access.

**Honor Roll:** Honor Roll students in Grades 2, 3 and 4 will be recognized for each nine-week grading period. The honor roll will include the names of students who have earned a 3.0 GPA or higher with no D's, F's, or incompletes for nine weeks.

**Student Records:** The student's permanent school record is maintained in the school office. Students and parents may request to review a student's school file according to the Crestview Board policy.

## **Grading**

### **Grading Criteria and Scale:**

- I. **Kindergarten and Grade 1 (Standards Based Report Cards):** Students will be assessed on the developmental standards using the key:
  - 1 - Achieving
  - 2 - Progressing
  - 3 - Needs Improvement
  - R - Home Reinforcement Needed
  - NA - Not Assessed at This Time
  - Science/Social Studies (O, S, NI, U)
  
- II. **Grade 2:**
  - Math (A, B, C, D, F)
  - Language Arts (A, B, C, D, F)
  - Spelling (A, B, C, D, F)
  - Handwriting (O, S, NI, U)
  - Science/Health/Social Studies (O, S, NI, U)
  - Art/P.E./Music (O, S, NI, U)
  - Conduct (O, S, NI, U)
  
- III. **Grades 3 and 4:**
  - Math (A, B, C, D, F)
  - Language Arts (A, B, C, D, F)
  - Science/Health/Social Studies (A, B, C, D, F)
  - Art/P.E./Music/STEM (O, S, NI, U)
  - Conduct (O, S, NI, U)

### **Grading Scale for Grades K-4:**

90-100 = A	O = Outstanding
80-89 = B	S = Satisfactory
70-79 = C	NI = Needs Improvement
60-69 = D	U = Unsatisfactory
Below 59 = F	

## **Other Information**

**School Supplies:** Supply lists are posted on the Crestview website. Parents should ensure that their child has the appropriate school supplies at the beginning of each school year. Parents should also check with your child routinely throughout the year to replenish their supplies.

**Student Party Invitations:** Invitations to parties will only be distributed at school if every student in the classroom is invited. The school staff is not permitted to provide addresses and phone numbers of the students for the purpose of sending invitations.

**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 extracurricular program. No minor student may participate in a school-sponsored trip without parental consent and a current Emergency Medical Form on file. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Field trips are a privilege, not a right and may be revoked due to behavior or poor academics.

**Communication:** Open communication is important to us. We encourage parents to join their teachers' Class Dojo. Additionally, we encourage you to call or stop by the office at any time with concerns regarding student progress, curriculum, discipline, or any other school related issues. If you have a student concern that you would like to discuss with your child's teacher, please set up an appointment with the teacher by sending a note, emailing, or calling the school and leaving a message. Teachers will contact you at their earliest possible convenience.

**Website:** Parents can always find out information about the school by accessing the district website: [www.crestviewrebels.org](http://www.crestviewrebels.org). Forms, lunch menus, and teacher pages are all available online.

**Computers/Textbooks:** The Board of Education furnishes all computers/textbooks for a small technology fee for certain grade levels.. At the beginning of the school year, the name of the pupil, serial number and condition of the issued computer/books will be recorded and retained by the District. Students are responsible to pay for lost or damaged books or school equipment such as computers. Grades (Report Cards) will be withheld until the charges are paid. The District provides internet services to its students. The District's internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the district's computers, network and internet services/connection are governed by Board of Education guidelines and the Student Code of Conduct.

## **Parent Involvement**

Our school extends a cooperative hand and welcomes parent involvement at Crestview Elementary.

**Volunteers:** We encourage you to volunteer in your child's classroom, library, playground, and lunch. You **must** complete a Volunteer form that is sent home at the beginning of the school year. School personnel will contact you regarding required fingerprinting and make arrangements on where you would like to volunteer.

**Parent/Teacher Organization (PTO):** Our Parent/Teacher Organization is a vital part of the Crestview Elementary team. Please support the organization with your membership and by attending their monthly meetings. The PTO plays an active role in our school community in a variety of ways. Many one-time and on-going activities need your help.

**Parent Advisory Committee:** Crestview Elementary has an active and involved Parent Advisory Committee. The committee consists of parents who have children in the elementary building. The team meets quarterly to develop, monitor and evaluate the Building Improvement Plan and discuss other relevant issues. Interested parents should contact the Building Principal.

## **Bus Discipline**

Our objective is to instill in each student self-discipline to guarantee his/her rights to achieve the "Goals of Safe Transportation" of the Crestview Local School District.

In order to achieve this objective, it is necessary that every staff person, directly or indirectly responsible for student transportation, accept the responsibility of teaching and supervising the development of every student's self-discipline as it relates to the requirement for the operation of a safe transportation program. Parents must accept this responsibility at home, and we must support each other's efforts.

Rules must be clearly stated, taught and enforced by all on a consistent basis. It is our responsibility to provide safe transportation for all students and to prevent any student from interfering with the safe transportation of other students.

Corrective measures will be taken whenever necessary with the intended purpose of developing self-discipline kept foremost in mind. Procedural and Due Process of the State Board Policy Manual and Crestview Schools Student Handbooks will be followed. The Crestview Local School District bus staff subscribed to a plan of assertive discipline as described below. All drivers, including substitutes, use our discipline plan.

**Pupil Management Regulations include the following:**

- Pupils must wait in a location clear of traffic 10 ft. away from the bus stops.
- Pupils shall arrive at the bus stop 5-min. before the bus is scheduled to arrive.
- Behavior at the school bus stop must not threaten life, limb, or damage property.
- Students shall cross a road only when instructed to do so by the driver.
- Pupils must go directly to an available seat.
- Pupils must remain seated keeping aisles and exits clear, feet on floor and facing front, until bus has completely stopped.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane, loud, vulgar or unacceptable language. Whistling or excessive loud noises are prohibited. Students will be completely quiet as the bus approaches and crosses a railroad crossing.
- Pupils must not have food/gum on the bus.
- Pupils must not have alcohol, tobacco, or drugs in their possession on the bus.
- Pupils must not throw or pass objects on, from or into the bus.
- Pupils may carry on the bus only objects that can be held in their laps.
- Toys, sports equipment, electronic toys and games, etc. are not to be played with or used on the bus. (Advance approval from the building principal or teachers and drivers are required for students to bring items on the bus.)
- Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Pupils must not put their head or arms out of the bus windows.
- Toolboxes, heavy objects, flammable fluids, glass jars or aerosol cans are not permitted inside the school bus.

**Consequences:** Misconduct on the bus for **minor** offenses result in:

- Initial incident – verbal warning by driver.
- Further violations – written referral to principal followed by appropriate disciplinary action.

Misconduct on the bus for **major** offenses result in:

- Immediate written referral to the building principal followed by appropriate disciplinary action. Consequences may range from **detention** to **suspension**.

**Examples of major offenses:** fighting, assault, possession of dangerous weapon, firecrackers, physical or verbal abuse, possession or sale of drugs, alcohol or tobacco, vandalism, theft, profane language or disrespect towards students, or school personnel, or any other behavior which materially or substantially interrupts or interferes with the safe and orderly operation of the school bussing process.

**NOTE:** When bus transportation is denied, it is the responsibility of the parent or guardian to provide transportation of the student to and from school. Students failing to attend will be considered truant.

The Crestview Local Schools do not exclude any person from participating in classes on the grounds of race, color, national origin, sex, age, or handicap. The Crestview Local Schools hearing officer for compliance with the Title IV of the Civil Rights Act; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 is Matthew Manley, Superintendent. To file a complaint phone 330-482-5526 or write to 44100 Crestview Road, Suite A, Columbiana, Ohio 44408. Crestview Local School District is an equal opportunity employer.

**Anti-Hazing Policy**

It is the policy of the Crestview Local Board of Education and School District that hazing activities of any type is inconsistent with the educational-process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations shall plan, encourage, or engage in hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be

informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

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

O.R.C. Section 2307.44 and Section 2903.3



## PBIS Matrix

	Be <b>R</b> esponsible	Make an <b>E</b> ffort	All <b>B</b> elong	Show <b>E</b> mpathy	Be <b>L</b> eaders	Be <b>S</b> afe
Hallway	Use an inside voice Respect property	Get to class on time	Stay with your class	Be kind Smile at others	Model appropriate behavior	Walk forward on the right side of the hall Keep hands off the wall
Restrooms	Use an inside voice 1 flush 2 pumps of soap 3 paper towels	Throw paper towels away Use restroom quickly	Respect others' privacy	Be kind	Keep it clean Model appropriate behavior	Keep feet on the floor Keep water in the sink
Cafeteria	Use inside voices Raise your hand if you need something Know your lunch code	Keep your area clean Eat your own food Use good table manners	Include peers who are sitting by themselves	Be respectful toward cafeteria staff	Follow all adult directions	Stay in line Stay in your seat Handle food appropriately
Classroom/ Technology	Come prepared Charge devices Know your username and password	Work hard and participate Use equipment appropriately Respect school property	Include everyone	Smile at others Listen to everyone's ideas	Follow all adult directions	Use appropriate walkways Use appropriate school websites
Arrival and Dismissal	Keep hands and feet to yourself Listen to school staff Quiet zone	Respect others' boundaries		Be respectful to others	Model appropriate behavior	Walk to your destination Pay attention to your surroundings Stay in your area
School Events	Show good sportsmanship Keep area clean Use appropriate language	Stay positive Demonstrate school pride Demonstrate personal pride	Participate	Smile at others Be a good listener Keep your eyes on presenter	Applaud when appropriate	Sit still Follow directions
Recess	Follow rules Use equipment appropriately Quietly walking in and out of building	Line up quickly when you hear the whistle	Use the Buddy Bench Include everyone	Use the Buddy Bench Smile at others Be aware of others' feelings	Model appropriate behavior Follow all adult directions	Leave rocks and sticks on the ground Use equipment correctly Stay in designated area
PAC	Use an Inside voice Keep hands and feet to yourself	Eyes on the stage	Stay with your class	Applaud when appropriate	Model appropriate behavior	Sit in your seat with feet on the floor