

CRESTWOOD 7-12 CAMPUS 2024-2025 BELL SCHEDULE

REGULAR SCHEDULE MON - THURS	
Warning Bell	7:36
1	7:40-9:03
2	9:07-10:30
A Lunch Schedule (9-12)	
3A Lunch	10:32-11:01
3B/C	11:04-12:31
B Lunch Schedule (7-8)	
3A	10:34-11:12
3B Lunch	11:15-11:42
3C	11:46-12:31
C Lunch Schedule (9-12)	
3A/B	10:34-12:01
3C Lunch	12:04-12:31
4 Intervention Period	12:35-1:15
5A/B	1:19-2:42

REGULAR SCHEDULE FRIDAY	
Warning Bell	7:36
1 M/W	7:40-8:20
1 T/TH	8:23-9:03
2 M/W	9:06-9:46
2 T/TH	9:49-10:29
A Lunch Schedule (9-12)	
3A Lunch	10:32-11:12
3 TR	11:15-11:55
3 MW	11:58-12:33
B Lunch Schedule (7-8)	
3AC M/W	10:32-11:17
3B Lunch	11:20-11:50
3AC T/R	11:53-12:33
C Lunch Schedule (9-12)	
3 MW	10:32-11:12
3 TR	11:15-11:55
3C Lunch	11:58-12:33
4 Intervention	12:36-1:16
5 M/W	1:19-1:59
5T/R	2:02-2:42

2 HOUR DELAY M - TH (3 min hall exchange)	
Warning Bell	9:36
1	9:40-10:23
A Lunch Schedule (9-12)	
3A Lunch	10:26-10:56
3B/C	10:59-12:27
B Lunch Schedule (7-8)	
3A	10:26-11:06
3B Lunch	11:09-11:39
3C	11:42-12:37
C Lunch Schedule (9-12)	
3A/B	10:26-11:54
3C Lunch	11:57-12:27
2	12:30-1:12
4 Intervention	1:15-1:55
5	1:58-2:42

2 HOUR DELAY - FRI (3 min hall exchange)	
Warning Bell	9:36
1 M/W	9:40-10:00
1 T/TH	10:03-10:23
A Lunch Schedule (9-12)	
3A Lunch	10:26-10:56
3 TR	10:59-11:41
3 MW	11:45-12:27
B Lunch Schedule (7-8)	
3AC M/W	10:26-11:06
3B Lunch	11:09-11:39
3AC T/R	11:42-12:37
C Lunch Schedule (9-12)	
3 MW	10:26-11:08
3 TR	11:12-11:54
3C Lunch	11:57-12:27
2 M/W	12:30-12:50
2 T/R	12:52-1:12
4 Intervention	1:15-1:55
5 M/W	1:58-2:18
5 T/R	2:20-2:42

ASSEMBLY SCHEDULE M-TH (3 min hall exchange)	
Warning Bell	7:36
1	7:40-9:03
2	9:06-10:29
A Lunch Schedule (9-12)	
3A Lunch	10:32-11:02
3B/C	11:05-12:33
B Lunch Schedule (7-8)	
3A	10:32-11:12
3B Lunch	11:15-11:45
3C	11:48-12:33
C Lunch Schedule (9-12)	
3A/B	10:32-12:00
3C Lunch	12:03-12:33
5	12:36-1:59
4 Assembly	2:02-2:42

ASSEMBLY SCHEDULE - FRI (3 min hall exchange)	
Warning Bell	7:36
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3 TR	11:15-11:55
3C Lunch	11:58-12:33
5 M/W	12:36-1:16
5T/R	1:19-1:59
4 Assembly	2:02-2:42

1 HOUR DELAY M - TH	
Warning Bell	8:36
1	8:40-9:43
2	9:46-10:49
A Lunch Schedule (9-12)	
3A Lunch	10:52-11:22
3B/C	11:25-12:53
B Lunch Schedule (7-8)	
3A	10:52-11:32
3B Lunch	11:35-12:05
3C	12:08-12:53
C Lunch Schedule (9-12)	
3A/B	10:52-12:200
3C Lunch	12:23-12:53
4 Intervention	12:56-1:36
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2 T/TH	10:19-10:49
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3A Lunch	10:52-11:22
3 TR	11:25-12:07
3 MW	12:11-12:53
B Lunch Schedule (7-8)	
3AC M/W	10:52-11:32
3B Lunch	11:35-12:05
3AC T/R	12:08-12:53
C Lunch Schedule (9-12)	
3 MW	10:52-11:34
3 TR	11:38-12:20
3C Lunch	12:23-12:53
4 Intervention	12:56-1:36
5 M/W	1:39-2:09
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1 HOUR EARLY RELEASE - M-TH	
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CRESTWOOD 7-12TH GRADE CAMPUS
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ALMA MATER

Crestwood High Forever
 Our Alma Mater Dear
 We'll Always Be Together
 In Triumph Through The Years
 High Upon The Hill
 High Upon The Hill
 Hail Our Alma Mater
 Beloved Crestwood High

PURPOSE OF HANDBOOK

The purpose of this handbook is to provide information to help you be successful this school year. As with any large organization of people, a system of rules, regulations, policies, programs, and services have been established to provide a positive and productive culture in our school. Both students and parents are urged to become familiar with the contents of the Student Handbook.

We believe students at Crestwood's 7-12 Campus models common sense, cooperation, leadership, and high standards of personal behavior. While the handbook clearly outlines our expectations for you based on these beliefs, real success by students can only be achieved through a willingness to live up to these expectations. As in real life, the actions you choose to take will result in direct consequences.

We stand committed in helping all students live up to their responsibility to our school community.

We as staff members of Crestwood High School extend a warm welcome and anticipate another great school year!

School Directory of Staff, Administration, Board Members and School Calendar are located on the school websites: WWW.CRESTWOODSCHOOLS.ORG

**CRESTWOOD 7-12 CAMPUS
 MISSION & VISION STATEMENT**

OUR MISSION & VISION

The mission of Crestwood 7-12 Campus, in partnership with home & community, is to encourage learning through the development of an enriching educational environment. This environment will offer opportunities through which all students are engaged in challenging activities that compel them to expand their minds. Our vision is to become a community of students, faculty, and staff which values learning, caring, & creativity.

OUR COMMITMENT

Our **commitment to learning** means that we aspire to:

- create an environment where students want to learn and are able to grow.
- develop a range of programs and activities to serve all students.
- make students ready, academically and socially, to meet their futures.
- challenge students to learn thoughtfully and to solve problems skillfully.

Our **commitment to caring** means that we aspire to:

- base our decisions on the best interests of the school community.
- lead students to relate to, communicate with, and be tolerant of one another.
- foster senses of responsibility and accountability within the community.
- encourage students to develop their moral and spiritual values.

Our **commitment to creativity** means that we aspire to:

- appreciate and encourage diversity within the community.
- seek out creative and novel approaches to problems.
- employ a wide range of educational practices and techniques.
- encourage students to be resourceful and self-reliant.

Our Beliefs

- All students can learn.
- Learners possess multiple intelligences.
- Participation in the learning community fosters social, civic, emotional, and intellectual growth.
- Diverse instructional strategies and environments enhance learning.
- Shared vision and shared experiences are the foundation of the school community.
- The competing goals of excellence and equity produce energizing tension within the community.
- Problems present opportunities for re-evaluation, growth, and change.
- Teaching is an art, as well as a craft, and the teacher-student relationship is at the heart of it all.

**ALL POLICIES THAT FOLLOW CAN BE FOUND IN DETAIL ON BOARDLINKS, THROUGH
THE CRESTWOOD HOMEPAGE AT:
chs.crestwoodschoools.org**

ACADEMIC INTEGRITY POLICY

The Crestwood faculty and administration have adopted the following Academic Integrity Policy, beginning in the current academic year. Please read it carefully. Each Crestwood student is expected to do his or her own work, including homework assignments, essays, lab work, exams, and projects. You can be sure of maintaining this academic integrity if you do the following:

- Cite sources from which you directly take any ideas, information, images, etc., other than your own.
- Cite sources from which you paraphrase anyone else's ideas in your own words and style.
- Refuse to share your own work or receive the work of others unless approved by the teacher.
- Work with others only when that collaboration has been approved by the teacher.
- Participate fully in collaborative efforts and projects. Failure to follow any of the above constitutes cheating or plagiarism and will not be tolerated. The range of possible consequences will include the following:
 - A zero for that work with no makeup credit.
 - Grade reduction or failure for the nine-weeks or semester.
 - Referral to the administration.
 - Parent contact and/or conference.

- School based consequences as outlined by the discipline management system

Procedures For Students With Concerns And Issues

First Source - Your Classroom Teacher

Students and parents should work with their teachers to resolve classroom issues. Issues related to grades, curriculum concerns, seating and/or issues with other students should try to be resolved with the teacher. **Teachers are the lead source to help your child be successful and feel safe within their classroom.**

Parents can email their child's teacher or phone the *attendance office* to leave a message and the teacher can return your call during their prep time.

Second Source - School Counseling Department

The School Counseling Department can use mediation methods for social issues with other students and counsel students with emotional needs that a classroom teacher is unable to help with. If the social issue is within the classroom and the teacher cannot resolve, seek out the Counseling Department. Students with emotional needs should see your counselor, but try to do so during your study hall time, or at a time less likely to impact your academics. Your Counselor is also there in regards to your academic needs and helping to ensure you are meeting state testing and credit requirements to graduate. **Lastly, if mediation does not work or it is an issue that is a clear violation of the code of conduct, your counselor will refer the issue directly to the Assistant Principal's or Dean of Students office.**

Counselor ~ Mrs. Jill Deramo (Grades 10-12, Last names A-K)

Counselor ~ Mrs. Karen Graves (Grades 10-12, Last names L-Z)

Counselor~ Mrs. Lynne Morrision (Grades 7-12)

Third Source – Mr. Michael Horning, Assistant Principal & Troy Spiker, 7-8 Dean Of Students/Ad

Students with concerns and/or having issues with another Crestwood student violating the school code of conduct can directly seek out help and report (confidentially) to the administration. An Incident Report needs to be given by the student(s) and an inquiry/investigation will begin to ensure due process is completed by administration. The goal is to identify the root issue, resolve, mediate and use the code of conduct discretionarily if a consequence is warranted.

Fourth Source- Mr. Dave McMahon, Principal

A student should ensure they have seen the Assistant Principal/Dean of Students first in matters of code of conduct concerns.

The assistant principal may utilize the principal's recommendations of actions/consequences in regard to code of conduct. *The assistant principal often works in tandem to ensure administration is in agreement with code of conduct to be firm, fair and consistent within the building.*

ADMINISTRATIVE DISCRETION

Some infractions list administrative discretion as the consequence. Ohio law gives principals the authority to assign disciplinary consequences ranging from after school detentions through 10-day out-of-school suspensions. Students are afforded rights guaranteed by the United States Constitution and the Ohio Revised Code, and their rights will not knowingly be denied or abridged by this Code of Student Conduct or resulting disciplinary actions taken.

Students are subject to all provisions of the Code of Student Conduct whenever on school property

or buses, during, before and after school hours, when school is in session or during vacation, and at extracurricular activities involving Crestwood students. This code shall also be inclusive for the right to exercise authority for the protection of all school staff members and their property.

Consequences for violation of this Code of Student Conduct may include: detention, emergency removal, assignment to ISR, out-of-school suspension, expulsion, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff, and to protect the integrity of the educational environment. Consequences are administered at the building level in accordance with administrative procedures. [Policy- 5600]

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt. [Policy- 9700]

- The School has a central bulletin board located in the **main hallway** that may be used for posting notices **after receiving permission from the Principal**.

AFTER SCHOOL ACTIVITIES AND HOURS

Students are permitted in the school at 7:20 am daily. All students are expected to leave the school building by 3:00 pm unless they are participating in an after-school activity. Unsupervised groups will not be allowed to use the building or school facilities.

ALTERNATIVE EDUCATIONAL OPTION AND CREDIT

Students who earn alternative credits toward graduation through credit recovery or night school, and wish to apply those credits toward graduation requirements, must have all final transcripts submitted to the guidance department no later than the last day for senior exams. Correspondence courses must be completed no later than the end of the third grading period. [Policy- 2370]

ANTI-HARASSMENT POLICY

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or

other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property). [Policy- 5517]

ARRIVAL/PICK-UP

Students should be dropped off/picked up at the main entrance. (Door 1). Students must go through the attendance office to sign-in or sign-out during the school day. Parents/guardians must call the school or write a note to call a student out or sign them in during the day. The excuse must meet the attendance policy to be marked as excused.

ASSEMBLIES

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to display school spirit, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected from the audience. **First and always, the members of the audience should respect the rights of the performer, speaker, or whomever might be presenting the program.** There is an obligation of courtesy that each student at Crestwood High School owes other persons in this school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return.

You are expected to:

1. Follow assembly instructions as given over the announcements.
2. **HONOR** and **RESPECT** the dignity of the program.
3. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate.

As an example, some programs require silence; pep rallies require audience participation. Even at pep rallies, there is a time to cheer and a time to listen.

Students not complying with our expectations will be denied attendance at assemblies and will be assigned to in-school restriction for the duration of future assemblies. [Policy- 82220]

Student Education Technology Acceptable Use And Safety

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). This policy and its related administrative guidelines

and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology.

Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet). First, and foremost, the Board may not be able to technologically limit access through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
 D. unauthorized disclosure, use, and dissemination of personal information regarding minors
 Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and building principal(s) as those responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Education Technology.

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 1460, 18 U.S.C. 2246, 18 U.S.C. 2256, 20 U.S.C. 6777, 9134 (2003)

Adopted 5/4/06 Revised 6/8/10 Revised 12/1/14

[Policy- 7540]

Attendance Policy Guidelines

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 7 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness (a written physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. Observation or celebration of a bona fide religious holiday
- G. Out-of-state travel (up to a maximum twenty four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
- H. Such good cause as may be acceptable to the Superintendent
- I. Medically necessary leave for a pregnant student in accordance with Policy 5751; service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study. A student will be considered habitually truant if the student is absent without a legitimate excuse for:

- thirty (30) or more consecutive hours,
- forty-two (42) or more hours in one (1) school month,
- seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to correct the student's attendance, the Board authorizes the School Administrators to file a complaint with the Judge of

the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy. If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program providing counseling to the student
- B. request or require the student's parent to attend a parental involvement program request or require a parent to attend a truancy prevention mediation program
- C. notify the Registrar of Motor Vehicles of the student's absences
- D. take appropriate legal action
- E. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

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

The school will notify the parent/guardian of any absent students within the first two hours of their scheduled start time (HB 66; Alianna's Law - 4/4/2019). [Policy- 5200]

Planned Absence

Absences for a family trip or vacation, extracurricular activities, non-school sponsored activities, college visitations, etc., is to be considered a Planned Absence. A planned absence notice is to be completed and submitted to the Attendance Office prior to the scheduled absence from school for consideration of approval. **These absences will count within the 10-day limit on excused absences.** Care should be given when planning a vacation during the school year because a student's grades may be adversely affected.

The following criteria applies to all requests for Planned Absences:

1. Planned absences are not to be requested during those days established for semester or final examinations.
2. It will be the student's responsibility to make arrangements for makeup work and/or tests missed upon return to school. No more than one day's makeup time shall be permitted for each day of absence. Teachers will not be expected to tutor individual pupils.
3. Absence in excess of 30 Hours may require a report be submitted to the Intervention team.

[Policy- 5200]

Medical Appointments

Appointments for medical and dental visits during the school day must follow the established procedure:

1. A parent/guardian must call or send a note to the Attendance Office prior to, or the morning of, an appointment. A student is to sign out in the Attendance Office when he/she leaves the building. A time of return will be needed in order to ensure the student's arrival back to school.
2. The student will be listed on the absence list for the time missing school.
3. When the student returns to school, the student must report to the Attendance Office to notify the secretary of the return.
4. Emergency appointments will require a parent/guardian call prior to the student leaving

(students cannot call parent/guardian themselves to schedule a medical absence); please provide verification from the doctor's office upon return to school.

[Policy- 5200]

Prolonged Illness Under A Physician's Care (3 Or More Days)

In the event a student acquires an extended illness that necessitates confinement to a hospital or at home, the school must be notified. This type of absence must be verified on a physician's stationery with that physician's signature.

Please note: The letter from the physician must note the exact number of days under his/her care and the exact number of days that the student is to remain at home. A blanket statement will not be accepted.

Attendance office personnel will gather books and assignments for a student who meets the aforementioned criteria. Please allow two days, after being notified, for this process. Students will be given the number of days equal to the days of excused absences to make up work. If a student misses a teacher's test due to an excused absence, he/she shall make arrangements with that teacher to take the test. If a student misses part or all of the State Test, the student shall consult with the counseling department to arrange for the taking of the test.

Leaving The Building

Crestwood 7-12 Campus has a closed campus policy. No student may leave the building at any time for any reason without permission. This includes, but is not limited to going to your car, the Central Office/Old Middle School property, athletic areas, or any private property that borders school property. Furthermore, after their arrival at school, students are not permitted to leave and will be considered truant and subject to disciplinary consequences if they leave.

School Sponsored 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 programs. No student may participate in any school-sponsored trip without parental/guardian consent and a medical emergency form on file. **Participation in a field trip is a privilege and may be denied by the administration due to academic, behavior, and/or attendance concerns.** [Policy- 2340]

BUS TRANSPORTATION

Students may ride only their assigned bus. The bus driver is responsible for the orderly conduct of the students. While on the bus, the student is under the authority of and directly responsible to the bus driver. The bus driver is responsible for reporting, in writing, any misconduct to the Assistant Principal. The Assistant Principal will impose disciplinary action, which may result in the removal of a student from riding a bus. The administrator will inform the student and the student's parents of the removal. The driver may assign seats to students. Students may be permanently removed from the bus. [Policy- 8600]

Bus Code Of Conduct

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stops must not threaten the life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.

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5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly & respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps (see paragraph (1) of rule 3301-83-20 of the Administrative Code).
13. 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.
14. Pupils must not put heads or arms out of the bus windows.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.

Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential. **(Refer to O.R.C. 3301-83-08).**

Any student who requests an alternate bus stop must complete an Alternate Bus Stop Form and submit this to the Transportation Office or school of attendance for processing (one form per child). It will take three (3) business days to process this request after it is received in the Transportation Office. Once processed, the student will be transported from their legal residence and/or Alternate Bus Stop, to the school of attendance and back. Students may be required to walk to a collection point. **Each student may have only ONE Alternate Bus Stop Form request on file.** If the student's alternate bus stop needs to change for any reason, a new form must be filled out, processed, and will automatically replace the previous form. **All Alternate Bus Stop forms are only good for the present school year.**

If a student needs to end the alternative bus stop location, he/she must submit an Ending Alternate Stop Form to the Transportation Office. **Once the form is processed the student is automatically added back to the Bus Route to/from their legal residence unless another Alternate Bus Stop form is turned in for processing.** All forms are available at the schools, Transportation Department, or on the school's website at www.crestwoodschools.org.

Any Junior or Senior who plans to take the bus must submit a Jr./Sr. Bus Registration Transportation Form to the Transportation Department for approval. [Policy- 8600]

Bus Use Of Video Recordings

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior. [Policy- 7440]

CARE OF SCHOOL PROPERTY

Be aware of your school and take pride in it. Try to keep it clean and orderly. If a student writes on a desk or locker, or damages any other property, the student must reimburse the school for the cost of repair or replacement and also be subject to school discipline.

CELLULAR/ DIGITAL PHONES**Crestwood High School Personal Communication Device Procedures:****Cell phones, audio/video devices, and other electronic devices, including all equipment/hardware that support these devices, are not permitted during the school day.**

Students are permitted to bring a personal laptop, chromebook or tablet to school for educational purposes, so long as these devices are used according to the Crestwood Local Schools' Acceptable Use Policy. If a student brings a device to school it must be turned off and out of sight, unless there is school related permission to be on the device. In the event that a student fails to secure their device properly, their device shall be collected by a staff member and turned into administration in an effort to maintain the integrity of the academic setting. Insubordination will be added to the offense if a student refuses to turn their phone over for breaking the phone policy which will result in the offense being treated as a major referral. Any device turned in to administration will be held until the end of the school day and returned to the student according to the tiered offense policy.

According to Crestwood Board of Education Policy, there shall be no expectation of privacy with regard to electronic devices. Additionally, students are expressly prohibited from using covert means to listen in or make a recording (audio or video) of any meeting or activity at school. Students are personally and solely responsible for the care and security of their electronic device. Crestwood High School and the Crestwood Local Schools' Board of Education assume no responsibility for theft, loss, damage to, misuse or unauthorized use of electronic devices brought onto school grounds. Students may be subject to additional consequences identified in the Student Code of Conduct for violations associated with failure to respond to a reasonable request.

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. [Policy- 5136]

CHEMICAL ABUSE

The following guidelines will implement the Crestwood Board of Education's Chemical Involvement policy. Using, possessing, purchasing, selling, intending to buy or sell, transmitting, having the odor of alcoholic beverages and/or drugs, possessing paraphernalia, or simulating any of the above during a school day or at a school-sponsored activity regardless of the time of day is a violation. Students found in violation of the above will be subject to disciplinary action as described within the Automatic Consequences, Section II, up to and/or including expulsion and referral for prosecution. [Policy- 5530]

CLINIC / MEDICAL CARE

The purpose of the clinic is to provide first aid for minor injuries and sudden illnesses. The clinic is supplied with cots, bandages, splints and other medical supplies. You must have a pass from a teacher/administrator, or secretary to go to the clinic. The clinic does not stock any form of medication. Students who leave for appointments or because of illness must receive approval prior to leaving the building from an Administrative Office or the Attendance Office. [Policy- 5341]

CLOSED CAMPUS

We operate as a closed campus. Students must remain on campus during the entire school day unless they are appropriately signed out or have courses or internships off campus. Students may not leave campus for lunch. [Policy- 5000]

Control Of Casual-Contact Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines. [Policy- 8453]

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non casual contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality. [Policy- 8453]

Control Of Blood-Borne Pathogens

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

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

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

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact **the school nurse** and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or **the school nurse**. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

- The student's parents will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or **the school nurse**.

- The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

[Policy- 8453]

COLLEGE/CAREER VISITATION

Students may be excused from school for up to two days (except during the last 2 weeks of school and during special state testing times) to visit and evaluate colleges, post-secondary technical schools, or career-related positions.

To be considered an excused absence a parent/guardian must accompany the student and the visitation form (obtained in the Counseling Office) must be completed and submitted to the Attendance Office at least 1 day before the visitation. In addition, the student must have the bottom portion of the permission form signed by an official of the college, technical school, or career site visited and must return it to the Attendance Office the following day. Any deviation from this procedure shall render the absence as an unexcused absence and/or truancy. [Policy- 5000]

COLLEGE INFORMATION AND TEST DATES

Nearly every college or university requires the American College Test, (ACT) or Scholastic Aptitude Test (SAT) for admission or placement purposes. Each student interested in attending college is encouraged to take the ACT, SAT, or both, second semester of their junior year, or early in the fall of their senior year. These tests are offered at least five times a year and may be retaken. Please contact the Counseling Department for specific registration and test dates. Additionally, students will take the ACT at the Crestwood 7-12 Campus, free of charge, during the winter of their junior year. No outside registration is required for this test date.

College Entrance Exams / Advanced Placement Course Exams

Students planning to take the College Board of Admissions Testing Program and the American

College Test should consider the following:

1. The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is offered in the Fall and is designed for college-bound juniors who wish to enter the National Merit Scholarship competition and for sophomores completing high school in three years rather than four years. The results of the test are used to determine National Merit and National Achievement Semifinalists and Commended students and is an excellent forecast how students might perform on the SAT I. College bound sophomores are also encouraged to take the test to receive feedback and early diagnostic information about their college academic skills which need work to improve their performance in school, in college and on the SAT.
2. Many of Ohio's state universities require the American College Test (ACT) and the test is accepted at all colleges and universities in Ohio, as well as most out-of-state universities. We recommend the ACT be taken in the early spring of the junior year. The ACT is **required** for students interested in competing in the Ohio Academic Scholarship Program. To be eligible for scholarship consideration, the test must be taken by December of a student's senior year.
3. We recommend the Scholastic Aptitude Test (SAT I) of the College Board Admissions Testing Program be taken in the early spring of the junior year. This test is required or accepted by colleges and universities throughout the country and all Ohio state universities.
4. Scholastic Achievement Tests (SAT II's) are another test component part of the College Board Admissions Testing Program. While most colleges require the ACT or SAT, only selective to highly selective colleges require SAT II's. Achievement tests (SAT II's) are given in a number of specific subjects and are generally taken in the spring of the junior year and/or in the fall of the senior year. College handbooks and college catalogs will indicate if achievement tests are required or recommended. It is advisable to take an achievement test after one completes the highest level of study in a specific subject. A junior AP US History student wishing to take an American History SAT II achievement test should take the test at the end of the junior year rather than waiting until the senior year.
5. Advanced Placement tests (AP tests) must be taken if a student wants to try to earn college credit for AP courses. Students typically take an AP course during the school year to help prepare for these exams. These exams are taken in May by students wishing to earn college credits.

Fees are charged by the testing agencies for all tests. Fee waivers are available for eligible students. Obtain information and registration forms for all of these tests in the Guidance Office, or register online: For ACT- www.act.org. For SAT - www.collegeboard.com.

COLLEGE CREDIT PLUS (CCP)

College Credit Plus allows high school students to enroll in college courses in approved post high school institutions, full-time or part-time, while still in high school. Each interested student must **first** apply to and be accepted by the college or post-secondary school. If you choose to take a College Credit Plus course offered at Crestwood High School, you must also apply to and be admitted by the partnering college. An informational night is typically held in November of each school year in preparation for the application process. You may receive further information from your school counselor in the Counseling Office. Additional information can be found in the course selection guide.

CREDIT FLEXIBILITY

Credit Flexibility is intended to motivate & increase student learning by allowing:

- Access to more learning resources, especially real world experiences
- Customization around individual student needs
- Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance

Students may earn credits by:

- Completing coursework through traditional seat time
- Pursuing one or more “educational options” (e.g., distance learning, educational travel, independent study, an internship, music, arts, after school/tutorial program, community service or other engagement projects and sports).

Students interested in credit flexibility options should obtain an application from their school counselor in the guidance office. [Policy- 2370]

DETENTIONS

Students who do not observe the rules and regulations of the school and the classroom may be assigned detentions. Students will be assigned detentions for the purpose of preventing an undesirable act from recurring. Teacher detentions may be issued at the discretion of the individual classroom teacher. Administrative detentions may be served Thursdays from 2:45 p.m. to 3:45 p.m. or other options as determined and approved by administration. You will be notified if there are additional days to serve after school detention. [Policy- 5610]

DIRECTORY INFORMATION

Student directory information (names, addresses, telephone numbers, grade level, etc.) which is not in violation of the Family Educational Rights and Privacy Act may be released to appropriate individuals or organizations without the direct written consent of students (18 years or older) or parents. Such information is usually released in publications such as programs, yearbooks and honor roll recognition lists. Students and parents who do not wish to have their directory information released to recruiters must submit that request in writing to the guidance department no later than September 15th of that school year. Parents and students have a right to inspect and review their educational records. Parents may request in writing amendments to the records if there is reason to believe the record is inaccurate, misleading, or otherwise in violation of the student's rights. [Policy- 8330]

DISTRIBUTION OF MATERIAL

The Principal must be notified if a student wishes to distribute or post written material on school grounds. After review and approval of the material, the Principal will designate time and location of distribution or posting. Material which is libelous, obscene, offensive, or which may interfere with the educational process is prohibited. [Policy- 8330]

DRESS CODE / GUIDELINES

Crestwood 7-12 Campus encourages students to dress and groom themselves in an appropriate manner. Clothing worn to school should be comfortable, clean, and conducive to a business-like atmosphere. Any dress or appearance which clearly constitutes a threat to the health and safety of students or disrupts the educational process is prohibited. Immodest or extreme dress/ appearance of any nature which causes a disruption to the educational process will not be permitted.

The following guidelines will be in effect:

1. Shoes or sandals must be worn at all times.
2. Skirts and shorts must be worn at a minimum of at least fingertip length with arms dropped to your side.
3. Shirts must not expose midriff, backs, undergarments, or those with plunging/low cut necklines are not permitted.
4. Tattered/ripped jeans must not overexpose the body in areas above the fingertip length of the skirt/short rule. Clothing designed to look torn/tattered must not cause undue attention and is not permitted.
5. Strapless tops and see-through mesh garments are not permitted.
6. Sunglasses are not permitted to be worn inside the school.
7. Clothing with lettering or illustrations which are literally, or by implication, religiously, racially, ethnically, or sexually insulting or disrespectful, and/or obscene is not permitted.
8. Alcohol and/or drug related paraphernalia, clothing and/or jewelry are not permitted.
9. Headgear such as: hats, caps, bandannas, handkerchiefs or any other head coverings are not permitted if they become a distraction. Hoodies should not be worn at any time during the school day.
10. Droops and/or pants worn to expose undergarments are not permitted; in addition no pocket chains.
11. Tank tops and/or spaghetti strap tops are not permitted. Sleeveless shirts with 2-3 finger rule are permitted.
12. Undergarments are to be worn but not visible or exposed.
13. No backpacks, purses or bags of any kind are permitted unless for medical use as determined by the nurse/administration.

Students who do not comply with the above guidelines will be sent to the office. Administration will ask students to change and/or call parents for clothing to meet the guidelines. If suitable clothing cannot be attained students may remain in ISR for the remainder of the day.

[Policy- 5571]

DRIVING/PARKING POLICY

Driving is a privilege extended to all seniors and juniors in good standing and any sophomore upon the approval of the administration. FRESHMEN are not allowed to drive to school. Cars must be registered in the Attendance Office. Students must show their driver's license, proof of insurance, car registration, emergency medical form and have all school fees paid. Parking at Crestwood for the school year will be \$30.00, payable upon registration. If a fee is owed, the \$30.00 will be applied to your school fees.

Crestwood 7-12 Campus students are to park in the designated student parking lots on the front side of the building during school hours. Students who do not have parking permits displayed or who are not parked in student designated parking areas may be subject to having their driving privileges suspended, having their car towed or receiving disciplinary consequences.

All vehicles parked on school property are subject to the rules/regulations of Crestwood 7-12 Campus and may be searched at any time. **Driving privileges may be suspended or revoked if the student is habitually tardy to school.** No refunds will be given if driving privileges are

revoked or suspended as a result of disciplinary action. Parking permits may be suspended or withdrawn, without reimbursement, should there be a violation of any school rule. Please notes:

1. Parking permits are non-transferable. Only a student who is registered and **places the authorized cling sticker permit on the bottom left section of the driver's side of the windshield** will be permitted to park in the designated student lots. All others will be told to leave the grounds and return without the car. Any missed school time will be considered as unexcused. Student cars are not to be parked in any other area of the campus or grounds—including grassy areas. Students who park in the faculty lot may have their parking privileges suspended. Students are not to park in areas denoted by white or yellow lines for buses/district staff.
2. The speed limit i posted on school grounds. Drive slowly and carefully. Speeding, noisy, and/or reckless operation of a vehicle may result in disciplinary and/or police action.
3. Drivers are to park properly, one space per vehicle, between the designated lines. Drivers are not to park in handicapped spaces or in fire lanes.
4. Students should park, lock their vehicles and go directly into the building—loitering in parking lots is prohibited.
5. Students are not permitted to smoke or engage in any disruptive behavior while on school grounds.
6. During the school day, a student is not permitted to return to his/her car unless he/she has a pass from the office.
7. It is the student's responsibility to arrive at school on time. The attendance office will not excuse students who arrive late due to a flat tire, engine trouble, or other transportation related excuses.
8. Excessive tardiness/absence to school may result in loss of driving privileges.
9. Give buses the right-of-way. Use extreme caution around school buses.
10. Follow the proper traffic pattern. Students who cut through the Middle School campus may have their parking privileges suspended. In the morning, students are to enter only by the drive that begins at Main Street (Route 44). In the afternoon, after all buses have departed, students may leave by the drive that enters Main Street (Route 44). Students must exit in single file order. Crossing the yellow line or doubling up is not permitted.
11. Neither Crestwood High School nor Crestwood Local School District will be responsible for any damage or loss incurred while student vehicles are parked in the student parking lots. Lock your vehicle.
12. Failure to abide by Attendance Policies, as defined & expressed in the Student Code of Conduct, may result in loss of the parking permit.

[Policy- 5515]

DRUG TESTING POLICY

The Crestwood Local School District Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. The Board takes its responsibilities regarding this problem seriously and is determined to be proactive regarding the use of drugs and/or alcohol by District students.

This drug and alcohol testing program has been established to provide a means of deterrence to develop a truly drug-free school environment and to assist students in getting help when

needed.

The purpose of the program is to:

- A. Provide for the health and safety of all students;
- B. Undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol and illegal drugs; and
- C. Encourage students who use alcohol and illegal drugs to participate in a treatment program.

DRUG AND ALCOHOL TESTING REQUIREMENT

Upon request to participate in athletics, extracurricular activities, or to obtain a parking permit, parent(s) and students will be required to provide written consent for testing prior to participation in the non-academic activity, and to submit to random testing on a periodic basis throughout a twelve-month period. The guidelines shall establish a process for random testing of all student athletes and extracurricular participants, including students who wish to obtain a parking permit, and the process for students that may be tested based on reasonable suspicion. Random urine drug testing and/or oral screening continues throughout the period.

The results of the tests shall not become part of the student's permanent record, but any documentation supporting a test based on reasonable suspicion shall be maintained in the student's record. Test results will not be reported to law enforcement authorities, and test information will not be released to law enforcement or other parties except in response to a lawfully executed subpoena. In the latter case, parents will be notified within forty-eight (48) hours of the receipt of the subpoena. Likewise, test information shall only be released to persons designated in Board regulation and procedures. [Policy- 2431]

DUE PROCESS RIGHTS AND DISCIPLINARY PROCEDURES

Due process rights and disciplinary procedures are governed by section 3313.66 of the Ohio Revised Code. In satisfying a person's due process rights, a student can expect to receive written notice of intent to suspend or expel and the reasons for such action. The student will be given the opportunity to appear at an informal hearing to explain his/her actions or challenge the reasons for the suspension. Within twenty-four (24) hours after the time of a student's suspension, a written notice of suspension will be sent to the parent(s)/guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension as well as the right and procedure to appeal.

Prior to expulsion, the Superintendent will give the student and his/her parent(s)/guardian(s) written notice and provide an opportunity to appear to explain the student's actions or challenge the reason(s). The notice will include reason(s) for the possible expulsion and the right and procedure to appeal. [Policy- 5611]

EARLY DISMISSALS

No student shall leave Crestwood 7-12 Campus or any other student campus unless he/she has received permission to do so and has properly signed out in the Attendance Office. All early dismissals shall comply with the following guidelines:

1. Students will not be permitted to leave without a written note from their parent/guardian explaining the reason for the request and providing a telephone number where they can be reached should questions arise. All requests should be given to the Attendance Secretary by 7:40 a.m. of the day of the desired early dismissal. Students granted permission to leave must sign out in the Attendance Office before leaving and sign in upon returning (if they return on the same day).

2. Medical or dental appointments should not be made during school hours unless it is an emergency. Appropriate telephone numbers and names (i.e. doctor/dentist) should be included on the note. Attendance office personnel will confirm appointments for medical or dental visits. Falsification of information regarding early dismissals is grounds for disciplinary action.
3. Students leaving early due to illness may not be taken home by other students. Students who become ill at school must report to the Nurse to speak with school officials and to call home.

[Policy- 5200]

EARLY RELEASE STUDENTS

Students whose class schedule ends prior to the conclusion of eighth period and who have permission to leave the campus are expected to leave the building within five minutes of their last class. Students having early release are not permitted to return to the building until 2:42 p.m. They are also not permitted to ride the Crestwood Local School bus home at the end of the day. Failure to follow this practice may result in the withdrawal of the privilege of leaving school early and placement in a supervised study hall. [Policy- 5230]

EIGHTEEN-YEAR OLD STUDENTS

Students who are 18 years or older are expected to follow the same attendance rules and regulations as other students. Because of its desire to serve the educational needs of all students, Crestwood 7-12 Campus regularly admits students no longer of compulsory age (over eighteen) who desire to re-enroll in order to complete their education. Crestwood 7-12 Campus will accept such students only if those students show serious educational intent. Serious educational intent is defined as: **regularly attending all classes, demonstrating reasonable school behavior, and showing a willingness to conscientiously complete the assignments and requirements of each course.**

A required enrollment meeting that includes the student, appropriate school counselor and principal to develop the student's plan of study will be held prior to the student officially being enrolled. Should a student past compulsory school age (over eighteen) fail to show serious educational intent, the student may be withdrawn from school. In order for the withdrawal to be accomplished, administration must give the student adequate warning that expectations are not being met and withdrawal is a possibility. If such notice is given and the student still does not show serious educational intent, the assistant principal may recommend to the principal that the student be withdrawn. Should the student not agree with the decision, an appeal could be made to the high school principal.

ELIGIBILITY – ATHLETICS/ EXTRA-CURRICULAR ACTIVITIES

7th & 8th Grade:

- All students must be currently enrolled and must have been enrolled in school in the immediately preceding grading period.
- All students must pass four (4) classes, or the equivalent, the immediately preceding grading period. (Except 7th grade students entering the 1st marked grading period of 7th grade.)
- All students must have received a minimum G.P.A. of 1.5 the immediately preceding grading period. (Except 7th grade students entering the 1st marked grading period of 7th grade.)

9th - 12th Grade:

- All students must be currently enrolled and must have been enrolled in school in the immediately preceding grading period.

- All students must pass five (5) One Credit Courses, or the equivalent, the immediately preceding grading period. (Except 9th grade students entering the 1st marked grading period of 9th grade, which are required to have passed four (4) One Credit Courses, or the equivalent, the immediately preceding grading period.)
- All students must have received a minimum G.P.A. of 1.5 the immediately preceding grading period.

In addition to grade/credit requirements, students who participate in extracurricular activities are also required to abide by specific non-use policies that prohibit the use of drugs, alcohol and tobacco (see code of conduct). Students disciplined for violating substance policies as stated in the code of conduct (rules 12-14) may be eliminated from participation in extracurricular activities.

Students who are participating in or attending any extra-curricular activities/athletics must be in class for 50% or more of their academia based scheduled classes on the day of the activity. Students who are absent from school on Friday are still permitted to attend/participate in Saturday events. [Policy- 2430] [Policy- 2431]

EMERGENCY MEDICAL FORMS

It is vitally important that EMA forms are completed via Final Forms at the beginning of the school year. In an emergency situation, students cannot be transported or treated at a hospital without this form. The information on the form is often the only source of correct phone numbers for a student. When a student is ill, he/she cannot be released to go home unless a parent or emergency number can be contacted. All students must have an Emergency Medical Authorization form on file in the attendance office no later than the second week of school; those who do not may be prohibited from attending school. [Policy- 5341]

EMERGENCY REMOVAL OF STUDENTS

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process, that student may be removed from the premises under emergency removal. In such circumstances the student may not participate in any school function. [Policy- 5610]

EXPULSION

Behavior of a student can be so serious as to justify total removal from the educational program for a prolonged period of time. Expulsion is a removal for more than ten (10) days, but not more than eighty (80) days duration (except when applicable per Ohio Revised Code). Expulsion can extend beyond the current semester and school year. [Policy- 5610]

FEES

The Board of Education will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may charge fees for any additional materials used in the course of instruction. The Board may furnish these additional materials free of charge to students determined to have a serious financial need. Any waiver of fees shall be made pursuant to Policy 6152.01.

The Board will not charge a fee to a student who is eligible for a free lunch under the National School Lunch Act and the Child Nutrition Act of 1966 for any materials needed to enable the student to participate in a course of instruction. However, the Board may nonetheless charge a fee

for materials needed for a student to participate in any extracurricular activities or student enrichment program or tools, equipment, and materials that are necessary for a workforce-readiness career-technical education training program that may be retained by the students after completion of the course.

School fees shall be paid in advance for each school term at the time of initial registration or initial enrollment.

Your check is welcome at all schools in the Crestwood Local School District, paper checks should be made out to Crestwood Local Schools. Additionally, payments can be made online through our district website. A link on the bottom of the webpage indicates "Pay Fees Online". Once a parent signs up for an account, fees can be paid using this system utilizing a debit or credit card. Students will be notified of fees for classes during the first month of school. Yearlong courses and first semester fees are due now and must be paid prior to November 1st of the current year. Second semester fees are due prior to April 1st of the current year. Fees for classes are listed on students' schedules. These fees can be paid in the Athletic Office. Payment plans are available. When fees are not paid, students may not participate in school based activities (such as: graduation ceremonies, senior activities, homecoming and field trips). [Policy- 6152]

FERPA AND DIRECTORY INFORMATION

1. The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the Counseling Office.
2. The exception to disclosure of student information without consent is the release of "directory information." The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that (s)he will not permit distribution of the following information.

Under Ohio law, directory information includes the following:

- student name
- address
- telephone listing
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance
- date of graduation
- awards received

[Policy- 8330]

FINAL EXAMS

Final examinations are to be given in all courses at the end of the first and second semesters. All students are to take exams regardless of fees owed or books returned. The dates and times of examinations will be published by the administration. The philosophy of final examinations dictates that they are to be given only at the time they are scheduled. **No semester or final exams may be**

taken early.

Excuses to be absent from final examinations must be obtained from the assistant principal at least one week (five school days) prior to the examination. Such excuses are strongly discouraged but if granted, examinations will be taken after the scheduled final examination. If a student fails to report for a final examination, the teacher will give that student a zero for the exam. Seniors who need a passing grade on a final exam to achieve a passing grade in the course are required to take a final exam.

Exemptions to final exams will be based on a proficient rating of state tested year long courses. A student can also be exempted if they maintain an A average for a year- long course.

FIRE, TORNADO, LOCKDOWN, & EVACUATION DRILLS

Fire drills, tornado drills, lockdown drills, and evacuation drills will be held periodically. Information regarding the proper procedures are available in each classroom and educational area of the building. These drills are an important process that requires all of our attention. In the past, an area of congestion has developed outside the exit doors upon leaving the building. This congestion can be avoided if students continue to move toward their "rendezvous locations" with their supervising staff member, so that a backup does not occur at any exit or at any stairwell. If you share a class with a permanently or temporarily disabled student, be considerate and assist him/her in exiting the classroom and the building. If these students are on the second floor, they will need to use the inside railing of the stairs to assist them. It would be helpful for all others to stay close to the walls in the halls to leave the center for handicapped students thus avoiding a "crowd-pushing" problem for all toward the stairs and exits. **Everyone is expected to follow directions, including, if needed, exiting the building.** [Policy- 8000]

GRADING CRITERIA

At the beginning of the year, students will be given grading criteria by their individual classroom teachers. Some of these criteria might include homework, participation grades, projects, tests and/or quizzes. [Policy- 5421]

GRADING PROCEDURES**Grading System**

A	-	90-100%	Excellent	4.0 grade points
B	-	80-89%	Very Good	3.0 grade points
C	-	70-79%	Average	2.0 grade points
D	-	60-69%	Below Ave.	1.0 grade points
F	-	59 or below	Failing	0 grade points

WF - Withdraw Failing 0 grade points / calculates same as an F grade

W - Withdrawn No effect on grade or GPA

Grades are averaged every nine weeks for the purposes of determining eligibility and to inform students and parents of class performance. The basis for calculating the final grade of the semester is:

First nine weeks = 40%

Second nine weeks = 40%

Semester exam = 20%

- Credit will only be awarded when a student has successfully completed a course.

- Students who exceed the number of allowable absences in a course may not earn credit for their makeup work unless their absences are excused by physician's note or legal document. See District Attendance Policy. [Policy- 5421]

GPA CALCULATIONS

The Board authorizes a system of recognizing students using grade point average, for scholarship opportunities in grade 12. Students will be recognized using the following guidelines:

Beginning with the class of 2021, the following distinctions will be recognized:

Summa Cum Laude: **4.0 and above**

Magna Cum Laude: **3.76 – 3.99**

Cum Laude: **Above 3.5 and less than 3.75**

Cumulative grade point average is computed when courses are completed for credit. This usually occurs at the semester break and at the end of each school year. All college-level course grades are weighted (Advanced Placement and College Credit Plus courses). [Policy- 5430]

GRADE CLASSIFICATION

For classification purposes, first year students are designated as Freshmen (ninth graders). Second year students are designated as Sophomores (tenth graders). Third year students are designated as Juniors (eleventh graders). Fourth year students are designated as Seniors (twelfth grade) when they have attained a minimum of 17 credits by the end of their Junior year.

A general guide to follow for the minimum number of credits a student should earn by the end of each year to stay on track for graduation is as follows. At times, student privileges may be based on this breakdown.

0-5.5 credits = Freshmen (9th grade)

5.75-10.75 = Sophomores (10th grade)

11-16.75 = Juniors (11th grade)

17-22 credits = Seniors (12th grade)

[Policy- 5410]

GRADUATION CREDIT REQUIREMENTS

22 credits are required for graduation from Crestwood High School unless the student completes a program at Maplewood Career Center.

**21 credits are required for graduation from Crestwood High School for students who complete a program at Maplewood Career Center

[Policy- 5460]

MINIMUM SUBJECT REQUIREMENTS FOR GRADUATION

English	4 credits
Social Studies	4 required credits (to include required history courses, government and social studies electives. Maplewood students only need 3 social studies credits **see note above under credits required)
Science	3 credits are required (one unit of physical science, one unit of biological science, and one science elective)

Mathematics	4 credits
Physical Education	1/2 credit (or qualify for a PE waiver by completing 2 full seasons of a school sport/band)
Health	1/2 credit
Fine Arts	1 credit (Maplewood students are exempt from the fine art requirement but still need 21 credits to graduate.)
Financial Management	1/2 credit (Maplewood students can meet this thru the social studies course at MCC)
College and Career Readiness	1 credit
Electives	3½ credits
[Policy- 5460]	

TESTING REQUIREMENTS FOR GRADUATION

Class of 2023 and beyond:

Students who enter ninth grade after July 1, 2019, must satisfy the following two (2) requirements. The Board of Education permits students who enter ninth grade before July 1, 2019 to earn a diploma if they meet these requirements as an additional pathway to graduation.

- A. Attain a competency score on each of the Algebra 1 and English Language Arts II end-of-course examinations. Students who receive the competency score prior to entering high school will fulfill this requirement and will not be required to retake the exams. Students who fail to attain the competency score a second time may demonstrate competency in the failed subjects by completing one (1) of the following:
1. Earn course credit through College Credit Plus in that subject.
 2. Provide evidence of enlistment in a branch of the armed services of the United States; or
 3. Complete two (2) of the following options, with at least one (1) of the options being a foundational option
 - a. Foundational options: earning a score of proficient or higher on three(3) or more State technical assessments; obtaining an industry- recognized credential; completing a pre-apprenticeship or apprenticeship in a chosen career field; providing evidence of acceptance into an apprenticeship program after high school that is restricted to participants eighteen (18) years of age or older.
 - b. Supporting Options: completing 250 hours of a work-based learning experience with evidence of positive evaluations; obtaining an OhioMeansJobs-readiness seal; attaining a workforce readiness score selected by the State.
- B. Earn at least two (2) of the following seals, one of which must be state-defined
1. State defined seals: OhioMeansJobs Readiness Seal, Industry-Recognized Credential Seal, College-Ready Seal, Military Enlistment Seal, Citizenship Seal, Science Seal, Honors Diploma Seal, Seal of Biliteracy, Technology Seal
 2. Locally defined seals: Fine & Performing Arts Seal, Student Engagement Seal, Community Engagement Seal

[Policy- 5460]

QUALIFICATIONS FOR HONORS DIPLOMA

The Honors Diploma is awarded to those students who meet the state's criteria. A gold sticker stating Honors Diploma is affixed to a student's diploma and a special insignia appears next to their name in the commencement program. [Policy- 5460]

SCHOOL COUNSELORS AND COUNSELING PROGRAM

Counselor Mrs. Jill DeRamo **Grades 10-12 (A-K)**

Counselor Mrs. Karen Graves **Grades 10-12 (L-Z)**

Counselor Mrs. Lynne Morrison **Grades 7-9**

The School Counseling Program at Crestwood 7-12 Campus seeks to provide individual, group, and classroom guidance counseling services in the areas of career, academic, and personal/social needs to students by fostering positive relationships, bridging communication, and collaborating with teachers, parents, administrators, and agencies. The School Counseling Program can best be explained by two terms:

COUNSELING describes a close working relationship that develops between a highly skilled school counselor and a student or group of students where personal development issues are explored. Also included at all levels are parents, teachers, school administrators and appropriate community agencies. A unified approach is stressed in handling important student-related concerns. Many of your questions and needs are of the quick informational type that any of the School Counselors or Counseling Secretaries can help you with, without the necessity of an appointment. However, to speak with a School Counselor about a concern or need, simply come to the Counseling Office and make an appointment with the Counseling Secretary for one of your free periods. If you do not have a study hall, the Counseling Secretary will help you determine a class time that would be least disruptive to your current academic progress. The Counseling Secretary will issue you a Counseling pass to give to your study hall teacher or classroom teacher. If you have an emergency, inform the Counseling Secretary and she will arrange for you to see your school counselor or another school counselor immediately.

Students should see their assigned counselor when formulating their academic schedule, however, students should feel free to request a meeting with either school counselor regarding their personal concerns. You will also find in our Counseling Department university catalogs, numerous school directories, pamphlets/brochures on personal/social issues, a computer assisted career and educational program and people to help you find what you need. The Counseling Department maintains a website that includes useful information on college admissions and scholarships. The Counseling Department will utilize a new program called **SCOIR** that will serve as a centralized hub for communications with students, parents, counselors, and colleges and universities. As we continue to develop this new program, **SCOIR** will serve as the main medium for information and communication. [Policy- 2411]

HALL TRAFFIC/ ELECTRONIC PASS

Students are not permitted in the halls during class time without an official hall pass. This is considered loitering. Students violating this policy will be referred to the office for disciplinary action. Faculty members assist in supervising our halls, and therefore, are authorized to inquire about student destinations. During class, some teachers may allow students to sit in the hall outside of their classroom. Those students must not leave that location or become a distraction to the school learning environment. This privilege may be revoked if this becomes a continued issue.

All students should complete their own smart pass before leaving their assigned location. Failure to

complete a smart pass may result in loss of electronic pass usage and other disciplinary actions.

HARASSMENT

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

Sexual Harassment

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

B. **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.

C. **Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability/Height/Weight Harassment

A. **Verbal:** 1. Written or oral innuendoes, 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. 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.

B. **Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. **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 she/he is the victim of any of the above actions or has observed such actions taken by another, should contact a staff member or administration. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which would require that the student abuser be reported to proper authorities in compliance with State law.

[Policy- 5517]

HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any school sponsored events. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Crestwood Local School District shall be alerted to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned

activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law. [Policy- 5516]

HOMEWORK/EXTRA PRACTICE

Homework/ Extra practice is incorporated as an integral part of the instructional program. Extra practice is meant to aid students' in their ability to demonstrate mastery of state adopted standards. Homework may be requested from the Attendance Office when a student is absent from school for three days or more. Homework can also be located on the teacher website and student email. [Policy- 2330]

HONOR ROLLS

To qualify for an Honor Roll, a student must be enrolled in a minimum of five credit-earning courses with the exception of students who are enrolled in Career Education work-related programs. A student must have a 3.5 and above cumulative average and no failing grade, or incomplete, in any subject to qualify for the **Honor Roll**. The **Merit Roll** includes students earning a cumulative average of 3.0-3.499. Grades from all subjects are used in computing cumulative averages. Students who earn a 3.5 or higher for each of the first three nine week grading periods will be recognized at the annual Crestwood Scholar Awards Program in late May. [Policy- 5451]

ILLNESS WHILE IN SCHOOL

If a student becomes ill during the school day and cannot attend classes, we will use the phone number provided on the emergency medical form (EMF) provided from Final Forms. We will not permit a child to go home unless a contact has been made with a parent/guardian.

No student is to go home without first talking with the school nurse and/or the guidance office. Failure to do so may result in an unauthorized absence. EMF's are essential when sending home a student who has become ill during school hours, for field trips and emergencies. [Policy- 5340]

IMMUNIZATION

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal will remove the student or require compliance with a set deadline. Our deadline for immunizations is October 15 of that current school year. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Nurse's Office.

Requirements: Unless given a waiver, students must meet the following:

Diphtheria: Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. Three (3) Td diphtheria - tetanus, toxins, adult type is the minimum acceptable for children age seven (7) and up.

Measles: Single dose of live measles virus vaccine or vaccine combination on or after 1st birthday, and, an additional dose of the MMR vaccine given at least thirty (30) days from the first.

Rubella: Same as measles.

Mumps: Same as measles.

Polio: 3 oral or inactivated

Tetanus: 3 Td (see Diphtheria).

Hepatitis B: For students entering kindergarten through 8th grade.

[Policy- 5320]

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities. The Crestwood Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the students below twenty two years of age, who reside within the district and have a confirmed or suspected disability in accordance with all Federal regulations and State standards.

Parent involvement in this procedure is required. For information regarding services, activities, programs and facilities that are accessible to and usable by handicapped persons, contact Sherry Peters, Director of Pupil Services at 330-357-8206.

It shall be the policy of Crestwood Local Schools that the education of children with disabilities shall occur in the least restrictive environment; special education programs and services shall be appropriate and designed to meet the unique needs of each child with a disability; to the maximum extent appropriate. Children with disabilities, including children in public or private institutions or other care facilities, shall be educated with children who do not have disabilities; special classes, separate schooling, or other removal of children with disabilities from the regular educational environment, shall occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact a guidance counselor. Parents who believe their child may have a disability that substantially limits major life activities of their child should contact the principal or assistant principal. [Policy- 2460]

INITIATING CHANGE

Students who wish to initiate a change in policy or procedure or to present an idea that will benefit the school should put it in writing and submit it to one of the administrators. [Policy- 2250]

IN-SCHOOL RESTRICTION (I.S.R)

ISR is a change of educational setting within the high school. When students serve ISR, they report to the Opportunity Room for the entire day. Teachers send assignments that are to be completed each day while the student serves the restriction. Work completed during the restriction will be collected for full credit provided it is completed on the day it is assigned. Students who fail to comply with ISR rules will be immediately suspended Out-of-School. Students are not permitted to participate in or attend regularly scheduled classes or extra-curricular events while serving ISR. [Policy- 5610]

INTERVENTION (CRESTWOOD ADVISORY PERIOD)

Each day students will receive a 40 minute intervention period. Students can be referred by teachers for small group or individualized tutoring sessions by their assigned content teacher. This

period will be utilized to support and further student learning.

LEAVING THE SCHOOL BUILDING/GROUNDS

Leaving the building or school grounds at any time during the school day without authorization is not permitted. Students who leave for appointments or because of illness must receive approval prior to leaving the building from an Administrative Office. [Policy- 5000]

LOCKERS

On the first day of school, each student is assigned a locker. This locker is provided for books, backpacks, outerwear/coats, and supplies. Students must use only lockers that have been assigned to them. Students are to make sure that lockers are properly locked at all times. Lockers are provided as a convenience for students. Each student shall be held responsible for the condition of his or her locker. The school is not responsible for anything taken from lockers. The lockers remain the property of the Crestwood Local Schools. Students shall not expect total privacy. Lockers are for student use, but lockers are not meant to be secure from school officials. School officials may search belongings or lockers. [Policy- 5771]

Lockers should be kept clean and in good order at all times:

- No permanent marking inside of the locker.
- The student will be responsible for removing any decorations or objects, i.e., shelves, pictures, a the close of the school year.
- Offensive materials are not permitted.
- No contact paper.

LOCKERS ARE TO BE KEPT LOCKED. Do not give your combination to other students. Sharing a locker, unless assigned by the administration, is strongly discouraged. Lockers are the property of the Board of Education. **The lockers, and the contents thereof, are subject to random searches at any time.** Locker cleanout and inspection will be scheduled at the end of each semester.

LOITERING

Loitering on private or public property adjacent to school property or on school property before, during or after school is prohibited and disciplinary action will follow. This includes being in the hall when class is in session.[Policy- 5000]

LOST AND FOUND

If you find an article, take it to the Lost & Found located in the Guidance Office

LOST OR LATE BOOKS

1. Students who return books after their due dates will incur fines at a rate of 10 cents per book each calendar day. If the book is returned, the maximum fine incurred will be \$15.00.
2. Students who lose books will be charged a minimum of \$20.00 per book (fines will increase if the replacement cost exceeds \$20.00). These fees/fines will be added to the student's fee account. Report cards will be withheld due to unpaid fees.

MAKE-UP WORK

It is the responsibility of the student to be sure that all assigned work is completed on time. Students are permitted the same number of days that they were "absent" to complete their work and turn it into the classroom teacher. A failure to abide by the above rule will result in an "F" for the missing work. [Policy- 2330]

If a student will be absent for a prolonged period of time, assignments may be obtained by calling the Attendance office at (330) 357-8205 Ext. 1001. **It is the responsibility of the student to arrange make-up work with the teacher.** In-School Suspensions are authorized absences and students will earn credit for work completed. Out-of-School suspensions are authorized absences. The student will be given the opportunity to complete all work for full credit.[Policy- 5200]

MEAL CHARGE POLICY**Purpose**

The goal of the Crestwood Local School district is to provide students with healthy meals each day. While the USDA Child Nutrition Program does not require that a student be served a meal without payment, the Crestwood Local School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

Policy

Free Meal Benefit Students - Free status students will be allowed to receive one free breakfast and one free lunch each day. Free & Reduced Meal & Benefit applications are available at www.crestwoodschools.org Please make sure it is for the current school year and allow 10 business days for processing.

Reduced Meal Benefit Students - Reduced status students will be allowed to receive one breakfast for \$.30 and one lunch for \$.40 each day. A student will be allowed to charge meals to their account after the balance reaches zero. Once a student has charged meals, he/she will not be allowed to purchase a la carte items. Once the student's account is negative -\$5.00, the cafeteria team will place a phone call to the parent/guardian. Once the student's account is -\$10.00, the building secretary will place a phone call to the parent/guardian. Paper reminders may be sent home at any time. Free & Reduced Meal & Benefit applications are available at www.crestwoodschools.org Please make sure it is for the current school year and allow 10 business days for processing.

Full Pay Students- K-12th grade students will pay for meals at the district's published standard rate each day. A student will be allowed to charge meals after their account balance reaches zero. However, once a student has charged meals he/she will not be allowed to purchase a la carte items. Once the student's account is negative -\$5.00, the cafeteria team will place a phone call to the parent/guardian. Once the student's account is -\$10.00, the building secretary will place a phone call to the parent/guardian. Paper reminders may be sent home at any time.

Parents/Guardians are responsible for meal payment to the food service program. If school meals are not paid, report cards may be held. If a negative balance exists at the close of the last day of school, the negative balance will be moved into the student's school fees account.

My Payments Plus- Crestwood Nutrition Services uses MyPaymentsPlus software. This allows lunch lines to move more efficiently by eliminating the exchange of money during lunch. Students

use their swipe card or PIN # to record what they are buying that day. Parents may put money on their child's account by either sending cash or a check to the school made payable to Crestwood Schools Food Service. Please include the student's name and ID number on the check or envelope. If cash is sent with your student, please note that NO CHANGE will be given and all monies received will be applied to the student's lunch account. Parents can also make deposits online at www.payforit.net for a small fee. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. **Any remaining funds on a student's account will be carried over to the next school year. If a student transfers to another school district or graduates, a written request may be submitted to the Board of Education for a refund.**

Ala Carte/Snacks- A la carte/snacks are sold at all levels. Students with a negative balance of any amount will not be allowed to purchase a la carte snacks. Ala carte purchases may not be made until the negative balance is repaid.

We encourage all families to submit a Free/Reduced Meals & Benefit application each year. The benefits are determined by an income versus household-size chart. Free & Reduced Meal & Benefit Applications can be found at www.crestwoodschools.org Free & Reduced Meal & Benefit Applications may be filled out at any time during the school year.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed.

If you have any questions about food service, please contact Mrs. Bujak-Hirsch, S.N.S., Nutrition Services Director at 330-357-8206 ext. 5004. Menus can be found at www.crestwoodschools.org Thank you for your cooperation regarding our efforts for a healthy mind and healthy body.
[Policy- 8500]

ACCEPTABLE USE POLICY

Users of Crestwood electronics must follow the Acceptable Use Policy, which has been adopted by the Crestwood Board of Education. .[Policy- 0167]

MEDICATIONS

If medication (prescription or non-prescription) is needed during school-hours, students are to obtain a release form from the school nurse. This form must be completed by the parent/guardian and physician and returned along with the medication. We are not permitted to dispense Tylenol, Tums, or other over-the-counter medications without written orders of a doctor and a parent. All medications must be left in the Nurse's Office. Students are not permitted to possess any medication during school hours. Medications in the possession of students may be called contraband and a disciplinary consequence may be assigned. Students may carry their own prescription asthma inhalers and Epipens. .[Policy- 5330]

Mental Health Resources and Support

Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. Mental health is important at every stage of life, from childhood and adolescence through adulthood.

Over the course of your life, if you experience mental health problems, your thinking, mood, and behavior could be affected. Many factors contribute to mental health problems, including:

- Biological factors, such as genes or brain chemistry
- Life experiences, such as trauma or abuse
- Family history of mental health problems

Mental health problems are common but help is available. Many people can get better or recover completely. (Source: *MentalHealth.gov*)

The Mental Health and Recovery Board of Portage County is a great place to start when looking for treatment options or resources. Additionally, mental health counseling is available at the school with a referral from your student's School Counselor and your permission. Here are a few of the county options for mental health treatment. Please note that these are only suggestions, you can seek any providers that work best for your family and your situation.

- **Children's Advantage: Family Behavioral and Health Services**
<https://childrensadvantage.org> 330-296-5552
 Services: Individual, family and group therapy, child/adolescent psychiatry, school-based prevention and consultation services
- **Coleman Professional Services**
<https://www.colemanservices.org> 330-673-1347
 Services: Counseling, crisis intervention & stabilization, behavioral health, case management, employment services, addiction treatment, residential services, pregnancy services
- **Family and Community Services**
<https://fcsserves.org> 330-297-7027
 Services: behavioral health services, housing support, veterans support & support for Seniors
- **Reach Behavioral Health**
<https://reachbh.org> 330-967-2846
 Services: Individual, family and group therapy, child/adolescent
- **Townhall II**
<https://www.townhall2.com> 330-678-3006
 Services: Emergency Crisis Services, Addiction Prevention & Treatment, Health and Wellness, Rape Crisis Center

MILITARY TESTING & PROCESSING

Students who must have military testing and/or processing done before the end of the school year may be excused up to two days (except the last 2 weeks of school or during special state testing times.) All requests for excused absences for military testing must be made through the Counseling Office. A military processing form must be completed and submitted at least one day in advance of the anticipated absence, or the absence will not be excused. [Policy- 5111]

NATIONAL HONOR SOCIETY

National Honor Society is a program designed to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character among high school

students. Members organize service projects that will benefit the school and/or the community. Juniors and seniors at Crestwood Local Schools who have a 3.4 GPA or higher are eligible to become members of NHS. An application form and essay are used by a faculty committee to select members. [Policy- 2430] [Policy- 5430]

NETWORK & INTERNET ACCEPTABLE USE POLICY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose, programs, and activities. The District's Internet system has not been established as a public access service or a public forum.

The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection

measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to sites containing appropriate material. If access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines that address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. The signature on the Student Handbook Acknowledgement Form shall represent compliance to all aspects of this Acceptable Use Policy.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and building principal(s) as those responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003), 18 U.S.C. 1460, 18 U.S.C. 2246, 18 U.S.C. 2256, 20 U.S.C. 6777, 9134 (2003)

[Policy- 7540]

NONDISCRIMINATION

The Crestwood Local School District is an equal opportunity education institute and will not discriminate on the basis of race, color, creed, disability, religion, gender, ancestry, age, and national origin, place of residence within the boundaries of the District or social or economic background in its activities, programs or employment policies. Please contact Sherry Peters, Crestwood School District Compliance Officer at 330.357.8206 with any inquiries or complaints regarding discrimination or denial of equal access relevant to Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination in Federal Assisted Programs Act. [Policy- 2260]

OFF-LIMIT AREAS

Students must have a pass to be anywhere in the building outside their assigned area. The use of skateboards, skates, wheeled shoes and all-terrain vehicles, are not permitted within 50 feet of the school. Violators may receive school issued consequences. Teacher/staff desks, cabinets, storage, and computers are always off limits.

OPTION ELIGIBILITY (All options are approved on a semester basis only)**Early Release Option/ Late Arrival Option (Senior Option)**

The **Early Release Option** is reserved for **seniors only** who meet the following criteria:

Seniors must have a study hall scheduled for **EITHER** Block 1A/B or Block 5A/B to apply for Senior Option. A student must be in their 4th year of high school, earned a minimum of 17 credits, passed all sections of the Ohio Graduation tests, a cumulative G.P.A. of 2.0, be passing all courses and be in good standing in regard to tardies, absences, and behavior. Any student conduct which is a code violation, or violation of the following, may result in the removal of the option privilege and/or disciplinary action, including revocation of the driving privilege.

- Students granted senior option **MAY NOT** transport unauthorized students on or off campus. An unauthorized student does not have authorization to be off campus.
- Students with excessive absences/tardies may lose their privilege.
- A student with Early Release Option is to leave the building by the start of the last period.
- Loitering or trespassing during early release may result in loss of privilege.
- Students granted Early Release Option are not permitted to return to campus until after 2:42pm, and may not return to the building for transportation home by either the bus system or other students,

OUT-OF-SCHOOL SUSPENSION (O.S.S.)

Out-of-School Suspensions constitute a complete removal from the educational environment for a period of time not to exceed 10 consecutive school days (out-of-school suspensions can carry over from one school year to the next). Students who are suspended Out-of-School are not permitted on any school grounds during their suspension. Students will only be permitted to make up tests and major projects missed as a result of suspension; the number of days permitted for makeup will be equal to the number of days suspended. It is the student's responsibility to make arrangements to take any and all make-up tests. The attendance office will make arrangements to gather work for students who are suspended out-of-school. [Policy- 5610] [Policy- 5600]

PBIS

“Positive Behavior Interventions and Supports” (PBIS) is a proactive approach to student behavior that encourages appropriate, suitable behavior and a positive school climate. PBIS is a district-wide system for creating a positive atmosphere of kindness and compassion for all staff and students through recognition and praise. The focus is on preventing negative behaviors before they happen starting with a positive classroom management system to reduce office referrals.

The "Crestwood Cares" PBIS Program specifically acknowledges students who exhibit care for self, for others, and for the school community. Students are recognized and rewarded for exhibiting positive, appropriate behaviors in these three areas. [Policy- 5630]

PEPPER GAS

Pepper gas, mace, stink bombs and other similar substances are regarded as disruptive devices. Students who possess, display and/or set off those substances on school property will be subject to suspension and/or possible expulsion. [Policy- 5772] [Policy- 5610]

POLICE INVOLVEMENT

Police will be notified in the event of the following:

1. possession of controlled substances/illegal drugs/paraphernalia
2. possession of weapons
3. theft of property over \$50.00
4. civil disobedience and;
5. assault/fighting.

[Policy- 5610]

PROGRESSIVE DISCIPLINE

Discipline at Crestwood 7-12 Campus is progressive. Regardless of the stated consequences for rule violations, students who repeatedly violate the code of conduct will face increasingly severe consequences leading from detentions to suspensions to expulsion. [Policy- 5610]

PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent and/or principals, in consultation with assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the district for offenses or violations of the Student Code of Conduct for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct took place [Policy- 5610.05]

PUBLIC/COMMUNITY SERVICE

School officials reserve the right to institute public/community service as an alternative disciplinary consequence. Students and parents will be notified if such alternative suspensions are instituted and are available to them. Administrators may design and assign (with parental notification) alternative forms of consequences, such as community service, Saturday detention, in-school

service, etc. [Policy- 5610.02]

PUBLIC DISPLAY OF AFFECTION

Public display of affection is not permitted. Students are expected to respect one another and those around them.

SCHEDULE CHANGES

Operating Philosophy-

Schedules are finalized and mailed to students approximately 1-2 weeks before the first day of school in August. Students then have approximately 1 week from the start of school to make changes to their schedule. The deadline for schedule changes is set at the start of each new year.

Example Reasons that Changes MAY be Permitted.

1. Computer error on the schedule.
2. Study hall/or some subjects not balanced each semester.
3. Add a course during a study hall.
4. Course on schedule taken in summer school.
5. Course conflict in schedule.

Schedules will not be changed for students for reasons of:

1. Wanting to change lunch periods.
2. Wanting a different teacher.

Administrators and/or school counselors may recommend moves because of misplacements, safety and well-being. If a student does not meet the prerequisite for the course, the teacher should notify the appropriate school counselor.

SCHOOL CLOSINGS/EMERGENCY CLOSINGS

In the event of severe weather or other calamity necessitating the closing of school, school closings will be announced on local media and other technologies. [Policy- 8220]

SECTION 504 PROCEDURAL SAFEGUARDS & DUE PROCESS PROCEDURES

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, participation in, treatment, or employment in, its programs or activities. As such, the Board's policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities.

No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District. As used in this policy and the implementing administrative guidelines, "an individual with a disability" means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are

functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. For more information regarding protection under Section 504 please contact the (Counseling) office or Sherry Peters, Director of Pupil Services, 330.357.8206. [Policy- 2260]

SMOKING/TOBACCO

Smoking/Tobacco is not permitted anywhere on the school grounds or on BOE Owned vehicles.. As a result of Board policy, Crestwood Local Schools are a smoke free environment. [Policy- 5512]

SOCIAL CONSEQUENCES

Students may be denied participation in school activities as part of disciplinary consequences. [Policy- 5610.05]

SPEAK UP, STAY SAFE

Use the "Stay Safe. Speak Up!" student safety reporting system to report issues that affect student safety, like bullying, abuse, suspicious behavior, suicide, and more. Download the #StaySafeSpeakUp mobile app, call the Hotline (1.866.547.8362) or go online to our district's website and click the #StaySafeSpeakUp button to submit an online report.

SPORTSMANSHIP

Good sportsmanship is expected of all Crestwood 7-12 Campus students. Crestwood 7-12 Campus encourages students to support our teams with enthusiasm and to be courteous to our opponents and their fans. Remember, they are our guests. The sportsmanship displayed by Crestwood has a great deal to do with the way others feel toward our school. Failure to display good sportsmanship may result in disciplinary action. [Policy- 2431]

STUDENT ACTIVITIES

Participation in athletic or extra-curricular activities can enhance the experiences you have in school. Students interested in participating in extracurricular activities should contact the main office or their class advisor for help and direction. Below is a sample list of activities in which students can be involved during their high school years.

Art Club	Baseball	Basketball	Bowling	Cheerleading
Class Officers	Cross Country	Drama Club	FCCLA	Football
Indoor Track	Jazz Band	Leadership	National Honor Society	Robotics
Science Club	Soccer	Softball	Student Counsel	Tennis
SADD	Volleyball	Wrestling	Yearbook	

STUDENT BEHAVIOR

The exercise of self-control, self-discipline, and self-direction are essential to positive school behavior and success in the future. The school has an obligation to observe and respect the rights of individual students and the student body as a whole, and attempt to maintain a safe environment

for all. As with any organization, cooperation and the observation of the rights of others are essential if the goals of the organization are to be accomplished. To this end, **each student is responsible for his/her own behavior and must respect the rights of others.**

See Student Conduct Code in this handbook for specific guidelines. [Policy- 5000]

STUDENT COUNCIL

The goal of the Crestwood Student Council is to represent the students of Crestwood 7-12 Campus and their interests, to promote positive relations between Crestwood and other schools in the district, as well as the community, to foster school pride among students and faculty members, and to raise funds to support various charitable organizations, local and national. This organization plans and implements the Homecoming dance and related spirit week events as well as assemblies and blood drives and various other activities and service projects throughout the year. The Student Council consists of members of each class who are elected on a yearly basis.

STUDENTS ENTERING BUILDING

Students who arrive after 7:40 a.m. are expected to report to the Attendance Office & receive a pass to class. Doors open at 7:20 a.m. Students are to report to the Cafeteria when arriving between 7:20 a.m. and 7:30 a.m.

STUDENT SUPPORT SERVICES

Crestwood 7-12 Campus, in conjunction with local outside agencies, may offer individual and/or group counseling for students. Parents who do not wish for their students to benefit from these services should contact the counseling department. Otherwise, this handbook shall serve as notice that counseling services may be provided to any student attending Crestwood 7-12 Campus. [Policy- 2411]

STUDY HALL

All students who are not in a class are assigned to a study hall.

Students will be expected to accomplish the following:

- a. Be in the study hall prior to the tardy bell.
- b. Bring to study hall materials to read and/or study. This will usually include the minimum of a pencil or writing utensil, paper, and/or a book or magazine to read.
- c. Maintain silence unless permission is granted from the teacher to work with another student.
- d. Remain in your seat unless permission is granted by the teacher to leave.
- e. Sleeping is not permitted.
- f. Students will not be permitted to leave on a daily or regular basis.
- g. Cellphones, gaming systems, card playing, food and drink (other than water) are **not** prohibited.

SUBSTITUTE TEACHERS

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with according to the **Student Conduct Code**. The responsibility is on the student to treat a substitute with the respect and courtesy that is due all persons at Crestwood 7-12 Campus.

SUSPENDED/EXPELLED STUDENTS

Students who have been suspended out of school or expelled from school are not permitted on school property or at any school-sponsored event, home or away, for the duration of such disciplinary action. [Policy- 5610]

SUSPENSION APPEAL

As parent, guardian, or custodian, you have the right to appeal the suspension to the Crestwood Board of Education's designee, Superintendent, at the Crestwood Board Office (330-357-8206). You also have the right to be represented in all proceedings, to be granted a hearing before the board's designee in order to be heard against the suspension and to request that the hearing be held in executive session. [Policy- 5611]

TARDINESS TO SCHOOL

The warning bell rings at 7:36 and the first bell rings at 7:40. Students arriving after 7:40 are required to sign into the Attendance office. A student will be permitted to arrive at school tardy three (3) occasions during each semester without penalty, regardless of reason. Students will receive disciplinary action for not arriving at school on time after this (Tardy/Insubordination).

Upon the start of the second semester (start of 3rd marking period) this process starts over with three tardies without penalty and consequence will resume.

Examples of unexcused tardiness include, but are not limited to: oversleeping, unexcused personal reasons, vehicle or transportation issues, and any tardiness to class without a valid excuse (as determined by the Attendance Office) and a pass.

Excused Tardiness up to 10 will be excused with legitimate excuses. Tardies in excess of 10 will be excused at the discretion of the Administration.

TARDINESS TO CLASS

Students are expected to be in class on time each and every day. A student may be considered tardy to class if they are not in their assigned classroom at the sound of the bell. Teachers may expect additional responsibilities from students, such as being in their seats when the bell rings. If a student is tardy to class, the student will be expected to go to the nearest AP office and complete the tardy form and start an electronic pass. A student will be permitted to class tardy three (3) occasions during each semester without penalty, regardless of reason. Students will receive disciplinary action after the third occasion (Tardy/Insubordination). Please note that being substantially late to class will be viewed as skipping a course rather than being tardy.

Upon the start of the second semester (start of 3rd marking period) this process starts over with three tardies without penalty and consequence will resume.

TELEPHONE USE

Phones are available for student use in the Main and Attendance offices. To avoid a disruption to the educational environment, we encourage parents/guardians to contact the office to get in contact with their child. Emergency messages will be accepted and delivered by the Attendance office. Messages will only be accepted from a student's parent or guardian. [Policy- 5136]

TEXTBOOKS

Students shall be assessed fines for the loss or damage to textbooks. Textbooks that are lost or not

returned will be assessed at the replacement cost. If the book needs to be rebound, a fee will be assessed. Other damages will be assessed on an individual basis. These fees must be paid before participation in graduation is permitted. [Policy- 6152]

THEFT OF PROPERTY

Any theft of property should be reported to a school administrator. A police report will be considered by the administrator's office if the theft is over \$50.00.

TORNADO DRILL

In case of a tornado warning, you will be alerted by audible sound on the public address system. Each teacher and room has instructions for students to proceed to designated areas within the building away from the glass windows. You should lie face down against the wall, draw your knees under you, cover the back of your head with your arms and remain quiet for further directions. [Policy- 8420]

USE OF DOGS

Crestwood 7-12 Campus reserves the right to use specialty-trained dogs to detect the presence of drugs and devices such as bombs on school property. [Policy- 5771]

VISITORS

No one other than students, teachers and employees of the Crestwood Board of Education is permitted in the school building without first securing a visitor's pass from the Main office. Visitors of students are prohibited and will not be permitted to attend classes or visit during the school day. [Policy- 9150]

WITHDRAWAL FROM SCHOOL

The Board of Education affirms that, while statute requires attendance of each student until eighteen (18) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the District should be used to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with State law.

Whenever a student under the age of eighteen (18), withdraws from school without moving out of State, transferring to another approved school, being granted an age and schooling certificate, or enrolling in and attending an approved program, the Superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Such notification is to be given within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has not moved out of State. [Policy- 5130]

WITHDRAW FAIL (WF)

Students who withdraw from a course **after** the first 5 days will receive a WF for the course. A WF

recorded on the transcript will be treated as a “0” when computing the overall grade point average. **Under special circumstances, and through an administrative conference, a student may be withdrawn from a course without penalty of a WF.**

WORK PERMIT

Anyone who has not yet reached their eighteenth birthday needs a work permit for any regular job, either full-time or part-time. Applications are available in the Main Office. All students between the ages of 14 and 17 who work are required by Ohio law to have an Age and Schooling Certificate (Work Permit) on file with their employer. Students aged 16 and over are not required to have a work permit for a summer job. Work permits may be obtained in the Main office. Twenty-four hours' time is required to process the State forms.[ORC- 4109]

RIGHTS AND RESPONSIBILITIES

A student's main goal in school is to get an education. It is the responsibility of the school to provide that education and to prevent anyone from interfering with the achievement of that goal. Most discipline problems in school center around students disrupting others.

Teachers will handle disciplinary offenses through a variety of methods. These include, but are not limited to, conferences with students, contacting parents/guardians, assigning detentions, referral to the office, or any other suitable method they deem appropriate to the situation.

In this handbook are the rules and regulations designed to maintain order and discipline necessary for effective learning and to convey the school's expectations. Students may act, speak, or behave as responsible citizens within a large scope of options. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned. [Policy- 5780]

STUDENT FUND-RAISING

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

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

[Policy- 6605]

STUDENT RESPONSIBILITIES

Good order and discipline will be achieved best through SELF-DISCIPLINE. Students should strive to:

1. Attend school each day to complete the course of study developed by the student and his/her parents/guardians.
2. Report for all scheduled classes promptly with assigned lessons and required materials.
3. Exhibit courtesy at all times to members of the school community.
4. Achieve all that is possible both academically and socially.
5. Treat school property with respect and care as well as the personal property of others. Assist in maintaining the cleanliness of our community's building.
6. Present themselves according to the appearance code of the system.
7. Maintain high standards of thought, speech, and actions.
8. Respect the authority of all employees of the Crestwood Local School District.
9. Use only those facilities and areas designated for student use under teacher supervision.
10. Engage only in activities permitted on school property.

Whenever self-discipline fails, it is necessary for adult staff members to enforce good order and discipline.

Crestwood 7-12 Campus and the Board of Education have adopted policies regarding violations of the Code of Conduct which they deem violent, disruptive, inappropriate and unacceptable. This code is intended to lessen or eliminate behavioral problems and protect students and staff members from frustrations, interruptions, and loss of time as a result of misconduct. Students shall be given due process before a disciplinary action is taken. It is important to know that the code applies to all students regardless of age and is in effect throughout the school day and includes school events/activities on or off school property. Board policies are available on the district website. Students are encouraged to become familiar with them. It is the responsibility of each student to observe the recommendations for and parameters of student expectations as outlined in this student handbook.

The items in this Code apply to all students when under the authority of school personnel; on school-owned vehicles, during a school activity; whether on property-owned, rented, or maintained by another party. Maplewood Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Crestwood 7-12 Campus and/or Maplewood Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for disciplinary action by the other school. The items in this Code also apply to misconduct, regardless of where it occurs, that is directed against a district employee or official, or the property of such employee or official. [Policy- 5500]

STUDENT CODE OF CONDUCT

This Code shall serve as a guide to all Crestwood Local School District students. Violation by a student of any one or more of the rules of the Code of Conduct may result in disciplinary action by staff and/or the administration, which may include, but, not be limited to, one or more of the following: warning, verbal reprimand, parental contact, loss of credit, loss of bus privileges, loss of other privileges (field trips, field days, picnics, dances and other school related activities), working

lunch, detention, community service, in-school suspension, referral to legal authorities, emergency removal, out-of-school suspension, and/or expulsion. [Policy- 5500]

***The numbers of violations are aligned to State of Ohio information EMIS coding, items listed as “code not assigned” are reserved by the state for future use.**

1. **Attendance:** No student shall fail to comply with state attendance laws, Board of Education policies, or school guidelines including but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once she or He has come under the supervision of a school employee, prior to specified dismissal times. [Policy- 5200]

2. *Code not assigned.**

3. **Fighting/Violence:** Contributing to, encouraging, or engaging in disruptive behavior including, but not limited to, fighting. Intentionally, negligently, recklessly, or carelessly causing physical injury or behaving in such a way that could threaten to cause physical injury to another. [Policy- 5600]

4. **Damage or Destruction of Property:** Vandalism, damage, or attempt to damage school property, the property of another student, and/or property of school personnel, either public or private, on school premises or at any school activity on or off school grounds. Students may be required to pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action. [Policy- 5513]

5. **Theft or Unauthorized Removal of Property:**

A. A student shall not steal or attempt to steal school or private property, attempt to participate in the unauthorized removal of such property, or possess such property without authorization. The administrator may exercise the prerogative of reporting thefts to local authorities.

B. Cheating, forgery, and/or plagiarism in any format.

6. **Dangerous Weapons and Instruments – Use, Possession, Sale, or Distribution of a Firearm:** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle, or at any school-sponsored activity. Board policy requires that building administrators recommend expulsion of students in violation of said policy. A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option, but other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. (See #20). A student has knowledge of a weapon or dangerous instrument on school property, in a school vehicle, or a school sponsored activity and does not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (O.R.C. 2923.122). [Policy- 5772]

7. **Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary, or Poison Gas:** A weapon, device, instrument, material, or substance animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2½ inches in length. [Policy- 5772]

8. **Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas:**

Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge, and a mine or similar device. This definition would also include weapons that will or may expel a projectile by the action of an explosive or other propellant, and that has a barrel with a bore of more than ½ inch in diameter. [Policy- 5772]

9. **Tobacco:** Use, possession, sale, or distribution of tobacco in any form, paraphernalia, or look-alike products of tobacco in any form and use or possession of lighters and/or matches on school property and/or during school activities or functions. This includes smokeless tobacco. [Policy- 1615]

10. **Alcohol:** Use, possession, sale, distribution or under the influence of alcohol in any form. [Policy- 5530]

11. **Drugs Other Than Tobacco or Alcohol:** Use, possession, sale, distribution in any form, paraphernalia or look-alike products, or under the influence of any controlled drug. [Policy- 5530]

12. **Vaping-** Use or possession of any electronic cigarette or similar device- This includes possession of vape juice, coils, tanks etc.[Policy- 5512]

13. *Code not assigned.**

14. **False Alarms/Bomb Threat/Unauthorized Fires:** Any threat (verbal, written, or electronic) by a person to bomb or use another substance or devices for the purpose of exploding, burning, or causing damage to a school building or school property, or to harm students or staff. Tampering with or setting off false alarms. [Policy- 5610]

15. *Code not assigned.**

16. *Code not assigned.**

17. *Code not assigned.**

18. **Disobedient/Disruptive Behavior**

- a. Insubordination: Insubordination or failure to respond and/or otherwise ignoring a reasonable request from faculty, staff, or other employees of the District.
- b. Inappropriate language, gestures, profanity, and/or pornographic material.
- c. Unauthorized use or unauthorized possession of personal electronic devices and/or personal communication devices are prohibited in school or on school property.
- d. Any acts which detract from the school day, disrupts the educational process, lowers the morale of the student body, or infringes on the rights of others.
- e. Inappropriate Appearance and Dress: Students shall not violate school rules pertaining to appearance and dress.
- f. Unauthorized or Unsupervised Areas: Students may not be in areas for which they have not been authorized or areas that are unsupervised.
- g. Driving: Students driving a vehicle on school property shall follow the rules and regulations established for this privilege.
- h. Repeated violation of the Student Code of Conduct.
- i. Inappropriate use of Technology as defined in Board of Education policy and school guidelines.
- j. Per school policy: bullying and other forms of aggressive behavior will not be tolerated.
 - i. Forbids aggressive behavior while en route to or from school in addition to

- the usual school hours and at school events.
 - ii. Forbids cyber bullying by computer, cell phone or other technology to support deliberate repeated and hostile behavior by an individual or group.
 - k. Severe Negligence: Negligent behavior that has the potential to harm, cause a hazard, or endanger one's self or another.
 - l. Lack of serious educational intent.
- [Policy- 5560]

19. **Harassment, Intimidation, or Bullying:** Any type of threat, hazing (i.e. an activity to initiate a student into a group) or sexual, cultural, religious, or racial harassment will not be tolerated.
[Policy- 5517]

20. **Firearm Look-Alikes:** Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e. toy guns, cap guns, bb guns, pellet guns, etc.). [Policy- 5572]

21. **Unwelcome Sexual Conduct/Public Display of Affection:** Unwelcome sexual advances, requests for sexual favors, other physical, written, or verbal conduct or communication of a sexual nature, including gender based harassment that creates an intimidating, hostile or offensive education environment. [Policy- 5517]

22. **Assault/Serious Bodily Injury:** A student shall not cause physical injury or behave in such a manner which could threaten to cause physical injury to another. [Policy- 5500]

These acts should not be construed as an all-inclusive list.

Note to Students:

- (a) There is no expectation of privacy with any electronic equipment, including privately owned products, provided there is reasonable suspicion that it contains information concerning violations of the Student Code of Conduct.
- (b) A school issued locker or storage space is school property and may be searched by school personnel or K-9/police at any time.
- (c) The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.
- (d) Automobiles/vehicles, while on school property, may be searched by school personnel or K-9/police at any time.

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. General housekeeping inspection of school property may be conducted with reasonable notice. 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.

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. [Policy- 5771]

ADMINISTRATOR PROCEDURES

Administrative discretion will be used to determine the degree of the consequence associated with a violation of the Student Code of Conduct. For the protection of students and staff, police and/or child services may be notified of any violation of the Student Code of Conduct.

CONSEQUENCES

Students who violate any section of the Student Conduct Code can be disciplined according to the nature and seriousness of the violation. Possible discipline for violation can range from a warning to a recommendation for expulsion from school. [Policy- 5500]

The following are nine areas of violations that produce automatic consequences:

I. Student Code of Conduct offense #9: Possession of Tobacco, Vapor electronic cigarette and/or look alike products, including smoking of any substance

1st Offense

- 3 day In-School Restriction (ISR) and required completion of a school-offered e-Cigarette/Vaping course. The course must be completed by the end of school on the final date of assigned ISR.
- Failure/refusal to complete the course while serving the assigned ISR will be treated as a 2nd offense and the correlating discipline will be applied to the student.
- A report made to Mantua Police recommending charges for violation of Ohio Revised Code 2151.87 may occur.

2nd Offense

- 5 day Out-of-School Suspension (OSS) and a report made to Mantua Police recommending charges for violation of Ohio Revised Code 2151.87. Two days of OSS will be held in abeyance while the student participates in a Diversion Program
- Unsuccessful completion of the Diversion Program will result in the violating student serving the 2 days of OSS that were held in abeyance.

3rd Offense

- 7 day Out-of-School suspension (OSS) and a report made to the Mantua Police recommending charges for violation of Ohio Revised Code 2151.87. There is no option for any days to be held in abeyance for a third offense.

4th Offense

- 10 day Out-of-School suspension (OSS) and a report made to the Mantua Police recommending charges for violation of Ohio Revised Code 2151.87. A recommendation for expulsion will be made.

- Beginning of each current school year, all students will start with zero offenses regardless of whether or not they have been disciplined for violation of the Possession of Tobacco Vapor electronic cigarette and/or look alike products, including smoking of any substance. Any further infractions may be determined at administrative discretion.

II. Sale, possession for sale, or buying alcohol and/or chemicals

The automatic consequence for these offenses is a ten-day out-of-school suspension, plus a court referral and recommendation for expulsion. In the event a situation arises which is not clearly defined in the above statements, administration will make a determination based on the intent of the Crestwood Local Schools' philosophy which states that it is not appropriate for students to use alcohol and/or chemicals. [Policy- 5530]

III. The consequences for a violation of the Student Conduct Code offense #10 Alcohol; and #11: Drugs other than Tobacco or Alcohol (with the exception of buying, selling, etc., under II below) shall be as follows:

The Superintendent and Board of Education of Crestwood Local Schools notes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student found in possession of stated items shall face disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions.

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs. The student shall provide information about any drug and alcohol counseling and rehabilitation and reentry programs completed by the student.

A. First Offense - At a meeting of the parent(s) or guardian(s), student, and school administrator, one of the following options shall be selected

OPTION #1 The student shall be suspended for 10 days with the potential recommendation for expulsion.

OPTION #2 Within ten (10) days from the date of the offense, the student and his or her parent(s) or guardian(s) must consent to a school- approved alcohol and/or drug assessment, AND must comply with ALL recommendations from the assessing authority. In addition, all the following must be completed:

- a. The student will serve up to 10 days out of school suspension, AND:
- b. The student agrees to participate in a school approved alcohol and/or drug assessment program, and follow all recommendations AND
- c. The student agrees to follow the recommendations of the school approved alcohol and/or drug assessment.

NOTE: If the student and parent/guardian do not complete all items under #2 above, then #1 will be enforced. Also timelines for item 2a, 2b, and 2 c shall be established with the student and parent/guardian by the administrator. Depending on the circumstances of the violation, the police may be contacted, and the matter may be referred to them for disposition.

B. Second Offense - Within a Twenty-four month period of the First Offense: The student shall be suspended up to 10 days out of school with the recommendation for expulsion.

The principal, for any offense, under this provision, shall have the right to refer the student to the Portage County Juvenile authorities for prosecution of any offense that may be a crime under the Ohio law. [Policy- 5530]\

IV. Fighting in school, on school property, or at a school activity

The consequence for fighting ranges from three to ten days of out-of-school suspension. Consequences for repeated violations may be more severe and may result in possible recommendation for expulsion. [Policy- 5610]

V. Unauthorized out of building during classes/assigned lunch period/assigned study hall

Students noted to be out of their authorized area will be consequence with in-school restriction based a progressive policy.

VI. Driving unauthorized students off-campus

1. **First Offense** - This may result in a loss of driving privileges for up to eighteen weeks.
2. **Second Offense** - This may result in three days of suspension plus loss of driving privileges for the remainder of the school year.
3. **Third Offense** - This may result in five days of suspension, loss of driving privileges for the remainder of the current school year, **and** loss of driving privileges for the **next school year**.

VII. Possession of a weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, chains, jewelry, and so on. Criminal charges may be filed for the violation. Possession of a weapon will subject a student to expulsion for one year and possible permanent exclusion. Under Federal Law, a firearm is defined as any weapon, including a starter gun, which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade. Possession of any such weapon requires the Superintendent to expel a student for a calendar year. Weapons violations will result in a suspension with a recommendation for expulsion to follow. [Policy-5610] [Policy-5772]

The principal will pay & deliver five free pizzas to the 1st person to bring this to the attention of the building administration. You can only win this once while in the 7- 12 grade.

VIII. Wrongful discharge of the alarm system

This may result in police notification, out-of-school suspension and recommendation for expulsion. [Policy- 5610]

CRESTWOOD 7-12 CAMPUS STUDENT ATHLETIC HANDBOOK***Chagrin Valley Conference***

<i>Beachwood</i>	<i>Conneaut</i>	<i>Geneva</i>	<i>Kirtland</i>	<i>Richmond Hts</i>
<i>Berkshire</i>	<i>Chagrin Falls</i>	<i>Grand Valley</i>	<i>Lakeside</i>	<i>Trinity</i>
<i>Brooklyn</i>	<i>Crestwood</i>	<i>Harvey</i>	<i>Lutheran West</i>	<i>West Geauga</i>
<i>Cardinal</i>	<i>Cuyahoga Hts</i>	<i>Hawken</i>	<i>Madison</i>	<i>Wickliffe</i>
<i>Chagrin Falls</i>	<i>Edgewood</i>	<i>Independence</i>	<i>Orange</i>	
	<i>Fairview</i>	<i>Jefferson Area</i>	<i>Perry</i>	

CRESTWOOD 7-12 CAMPUS INTERSCHOLASTIC SPORTS***Football*** - (Varsity, JV, 8th & 7th)***Cheerleading*** - (Varsity, JV, and Middle School)***Boys' Soccer*** - (Varsity, Coed 8th)***Girls' Soccer*** - (Varsity, Coed 8th)***Cross Country*** - (Boys Varsity, Girls Varsity & Middle School)***Tennis*** - (Girls Varsity)***Volleyball*** - (Varsity, JV, Freshman, 8th & 7th)***Boys' Basketball*** - (Varsity, JV, 8th & 7th)***Girls' Basketball*** - (Varsity, JV, 8th & 7th)***Wrestling*** - (Varsity & Middle School)***Bowling*** - (Boys Varsity, JV; Girls Varsity, JV)***Baseball*** - (Varsity, JV)***Softball*** - (Varsity, JV)***Track & Field*** - (Boys Varsity, Girls Varsity and Middle School)**PHILOSOPHY**

The guiding philosophy of the Crestwood Local Schools Athletic Department is, first and foremost, to provide experiences for our student-athletes with the goal of creating and learning from life lessons that will help to develop successful people who will make positive contributions in our society and community. This foundational principle is vital to all Crestwood Athletic programs. Building winning programs & winning contests are the by-products of building successful young people through scholastic athletics. Our programs, and their atmosphere, will contribute to the development of good sportsmanship on the part of our student-athletes, our athletic staff, the general student body, the faculty, and residents of the school community.

Participation in scholastic athletics and extracurricular activities is a unique and important learning experience. This participation is a privilege for our Crestwood students...not a right. In this way extra-curricular activities are separate from the school curriculum.

MISSION

Our coaches & staff shall always encourage each individual student-athlete to strive for excellence

in the classroom, their athletic endeavors and throughout their communities. Our staff will recognize that the general welfare and development of the total person must be given constant attention for the betterment of self and others. Members and supporters of the school athletic community will encourage and promote athletes to participate in a variety of athletic endeavors & activities with safety and enjoyment at the forefront for and by all. Our athletic staff, and participants, will support the preparation and participation of all stakeholders at all levels of competition while expelling positive sportsmanship.

Our policies & procedures will be within the guidelines of the Crestwood Board of Education, Crestwood 7-12 Campus Handbook, Chagrin Valley Conference and the Ohio High School Athletic Association

PRE-PARTICIPATION REQUIREMENTS

Those students wishing to participate in an activity or sport must have the following information on file through their Crestwood Local Schools Final Forms (<https://crestwood-oh.finalforms.com>) account before participation begins.

These online forms must be completed and electronically signed ANNUALLY by both the student athlete and the parent/guardian in order to be released to participate in any activities.

The OHSAA Physical Form can be printed directly from Final Forms and is the only document that must be physically signed by the physician and returned to the Athletic Office at the High School or Middle School on an annual basis in order to allow a student athlete to participate in full

ACADEMIC ELIGIBILITY

7th & 8th Grade:

- All students must be currently enrolled and must have been enrolled in school in the immediately preceding grading period.
- All students must pass four (4) classes, or the equivalent, the immediately preceding grading period. (Except 7th grade students entering the 1st marked grading period of 7th grade.)
- All students must have received a minimum G.P.A. of 1.5 the immediately preceding grading period. (Except 7th grade students entering the 1st marked grading period of 7th grade.)

9th - 12th Grade:

- All students must be currently enrolled and must have been enrolled in school in the immediately preceding grading period.
- All students must pass five (5) One Credit Courses, or the equivalent, the immediately preceding grading period. (Except 9th grade students entering the 1st marked grading period of 9th grade, which are required to have passed four (4)One Credit Courses, or the equivalent, the immediately preceding grading period.)
- All students must have received a minimum G.P.A. of 1.5 the immediately preceding grading period.

PARTICIPANT CODE OF CONDUCT

While under the jurisdiction of Crestwood Local Schools, students are expected to abide by the rules and guidelines outlined in the Code of Conduct found in the Student Handbook and all other regulations adopted by the Crestwood Local Board of Education.

Each activity/sport should have additional guidelines which must be followed. Please become familiar with them.

ATHLETIC CODE OF CONDUCT

Violation of any of the following rules may result in denial of participation from athletics/activities for the duration of the season or semester. Suspension from school may result in some instances, as deemed appropriate by administration.

1. *All school rules apply as stated in the student handbook*
2. *In-school restriction at the 7-12 Campus may lead to suspension from participation in practices or contests on the date(s) of the served days.*
3. *Out-of-school suspension, or expulsion from school will result in the same duration of suspension for extra-curricular activities and athletics.*
4. *Insubordination – A student-athlete shall not refuse to comply with a reasonable request, order, or direction of any coach, administrator, or other authorized personnel. Insubordination may result in suspension from games/activities.*
5. *Profanity or Vulgar Displays – A student-athlete shall not use profane, obscene, or vulgar language. This includes gestures, either nonverbal or written. Profanity or vulgar displays may result in suspensions from games/activities.*
6. *Behavior Unbecoming to a Crestwood Student – A student-athlete shall not act in a manner detrimental to the team, Crestwood High School or Crestwood Middle School. Unbecoming behavior and /or unsportsmanlike conduct may result in suspension from games/activities.*
7. *Students must follow all O.H.S.A.A, training rules and regulations.*
8. *Students must dress appropriately for all training sessions, events, and fitness sessions in all venues and must wear a shirt at all times in all venues.*
9. *Students must attend required meetings and practice, unless prior permission is granted by the coach or advisor.*
10. *Students must meet all eligibility requirements.*

Any violation of the Student Code of Conduct by a participant in any extracurricular activities for the following infractions, on or off school property, 24 hours a day/7 days a week, from the first official practice day through the conclusion of season may result in Out-of-School suspension and/or recommendation for Expulsion and subsequently denial of participation in that extracurricular activity.

- *Evidence of possession or having consumed alcoholic beverages and/or drugs or narcotics (including look-alikes and counterfeit controlled substances) or paraphernalia.*
- *Distribution or sale of unprescribed or prescribed drugs or narcotics.*
- *Possession and/or use of tobacco or tobacco products or paraphernalia.*
- *Possession and/or use or distribution of anabolic steroids or other performance-enhancing substances*
- *Possession or use of firecrackers and/or dangerous, destructive devices, knives and/or "look-alike" weapons.*

Any student/athlete found in violation of the above infractions (first offense) shall be subject to suspension of participation in extracurricular activities for a period equal to approximately $\frac{1}{4}$ of the regular season for that activity (see list). The student shall be permitted to practice, at the discretion of the coach/advisor but shall not be permitted to participate, dress or be in the team area during contests for the duration of the suspension. Suspension shall be for regularly-scheduled season or post-season contests and will carry over to the next applicable season. Scrimmages or preseason competitions do not count toward the completion of the suspension. Suspension shall exclude participation from any level of that activity (Seventh or Eighth grade, freshman, JV or Varsity contests), however the length of suspension shall be served based on a player's current level of participation (i.e. a JV soccer player must sit out 4 JV contests

before the suspension is completed-a Varsity contest would not count toward completion of the suspension).

- Suspension can be reduced to ten percent (10%) of games if the athlete & parent(s) agree to participate in an assessment and follow-up program. This assessment must be conducted by a certified chemical dependency counselor, an agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed counselor. The athlete must set an appointment within seven (7) days of notification of the violation. The athlete must participate in the assessment process through its completion. The student and/or parent/guardian is responsible for all expenses associated with the assessment and for providing the Principal and/or Director of Athletics with documentation that the student completed all recommendations of the counselor. The student will automatically be included in the next random drug testing sequence and all subsequent testing sessions for one (1) calendar year. The athlete must still attend and participate in practices. The athlete must also be present with the team at the games or meets (but not in uniform). These events shall be consecutive starting with the first scheduled event after the confirmation of the violation. Any denial of participation occurring at the end of the season is carried over to the next sport in which the student participates until this consequence for the first offense is fulfilled.
- Once the student has provided proof of completion of an assessment and completion of all counselor recommendation(s), the student may petition for reinstatement of privileges. The parent/guardian and student will meet with the Principal and/or Director of Athletics to determine reinstatement. Upon reinstatement, if the student continues to be involved in extracurricular activities, the student will submit to random testing for a period of one calendar year from the date of reinstatement at parent/guardian expense.

Any student found guilty of a second offense during the season, shall be suspended from participation in the extracurricular activity for the remainder of the season.

- Suspension can be reduced to fifty percent (50%) of games if the athlete & parent(s) agree to participate in an assessment and follow-up program. This assessment must be conducted by a certified chemical dependency counselor, an agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed counselor. The athlete must set an appointment within seven (7) days of notification of the violation. The athlete must participate in the assessment process through its completion. The student and/or parent/guardian is responsible for all expenses associated with the assessment and for providing the Principal and/or Director of Athletics with documentation that the student completed all recommendations of the counselor. The student will automatically be included in the next random drug testing sequence and all subsequent testing sessions for one (1) calendar year. The athlete must still attend and participate in practices. The athlete must also be present with the team at the games or meets (but not in uniform). These events shall be consecutive starting with the first scheduled event after the confirmation of the violation. Any denial of participation occurring at the end of the season is carried over to the next sport in which the student participates until this consequence for the second offense is fulfilled.
- Once the student has provided proof of completion of an assessment and completion of all counselor recommendation(s), the student may petition for reinstatement of privileges. The parent/guardian and student will meet with the Principal and/or Director of Athletics to determine reinstatement. Upon reinstatement, if the student continues to be involved in extracurricular activities, the student will submit to random testing for a period of one calendar year from the date of reinstatement at parent/guardian expense.

Any student found guilty of a third offense during the school year shall be suspended from

participation in any extracurricular activity for one full year from the date of the third violation.

- In order to regain the privilege of competing, the student and parent/guardian must agree to comply with a recommendation for an assessment. This assessment must be conducted by a certified chemical dependency counselor, an agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed counselor. The athlete must set an appointment within seven (7) days of notification of the violation. The athlete must participate in the assessment process through its completion. The student and/or parent/guardian is responsible for all expenses associated with the assessment and for providing the Principal and/or Director of Athletics with documentation that the student completed all recommendations of the counselor. The student will automatically be included in the next random drug testing sequence and all subsequent testing sessions for one (1) calendar year. The athlete will not be permitted to participate in any practices, training sessions, in or out of season, or in any team-related activities. Any denial of participation will remain in place for one calendar year until the third offense is fulfilled.
- Once the student has provided proof of completion of an assessment and completion of all counselor recommendation(s), the student may petition for reinstatement of privileges. The parent/guardian and student will meet with the Principal and/or Director of Athletics to determine reinstatement. Upon reinstatement, if the student continues to be involved in extracurricular activities, the student will submit to random testing for a period of one calendar year from the date of reinstatement at parent/guardian expense.

Attending an event or activity where underage alcohol consumption and/or drug use is occurring and choosing not to leave in a timely fashion may result in suspension from games or contests. Student-athletes charged with engaging in criminal activity or violations of civil law will be removed from athletic participation. The high school administration will determine if/when this student-athlete may return to athletic participation.

SUSPENSION LIST (FIRST OFFENSE)

Football	3 game suspension	Dance Team	2 game suspension
Soccer	4 game suspension	Basketball	5 game suspension
Volleyball	5 game suspension	Wrestling	5 pts. of team events
Tennis	4 match suspension	Bowling	4 match suspension
Cross Country	4 meet suspension	Baseball	7 game suspension
Cheerleading	3 game suspension	Softball	7 game suspension
		Track	4 meet suspension

USE OF STEROIDS OR OTHER PERFORMANCE ENHANCING DRUGS

Student-athletes are prohibited from possessing, selling or using anabolic steroids without a valid prescription. A mandatory warning pursuant to Ohio Revised Code 3313.752 regarding the deleterious effects of anabolic steroids and that the possession, sale or use of anabolic steroids without a prescription is a crime is conspicuously posted in each locker rooms of Crestwood Local School District's schools and facilities.

Consequences: Administrative action, subject to the above procedures for substance possession, use, and distribution and may result in dismissal from the team.

HAZING

Hazing shall be defined for the purposes of this policy as performing any act or coercing another,

including the victim, to perform any act of initiation into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. **Consequences: Administrative action and automatic dismissal from the team.**

ATTENDANCE POLICY FOR DAY OF EVENTS

Students who are participating in, or attending, any extracurricular activities/athletics must be in class for at least 50%, or more, of their academia based scheduled classes on the day of the activity. District sanctioned field trips, college visits, observance of religious holidays, a death in the family, and properly documented Doctor visits are exceptions to the rule, but prior notification must be given by a parent/guardian to the attendance office or athletic director, of which the Athletic Director and/or Principal have final approval for consideration as a "case by case" evaluation.

Any student participating in NOVA will also have an attendance requirement. A student in the "on track" - green designation is progressing in a proper manner and will be eligible to participate in practice and/or events daily. Any student in the "behind" - orange or "far behind" - red designation must participate in at least half of the normal NOVA school day (2.5 hours). Failure to meet this requirement may result in the student-athlete being held out of extracurricular activities for that day.

In the event the Crestwood Local Schools transition to a "hybrid" model, all students must complete the attendance assignment for a minimum of three classes in order to participate in extracurricular activities that day. Any student who falls behind on their work may be restricted from participation in practices and/or contests.

LEVELS OF PLAY

In most sports Crestwood will field teams at the Varsity, Junior Varsity, and Freshmen levels, provided there is sufficient participation. These decisions are made by our coaching staff, as they are at all levels of play.

Freshman teams are for ninth grade student-athletes. Ninth grade student-athletes can, however, play above the freshman level if their coaches feel this is warranted. The focus of freshman level teams is teaching fundamentals of the game and developing players. Efforts will always be made at this level to provide playing time for as many players as possible. Winning contests is a third priority behind teaching and providing opportunities for players to develop.

The Junior Varsity team can be made up of 9th, 10th, 11th and/or 12th grade student-athletes. Seniors generally do not (other than emergency fill-in situations, rehabilitation assignments, and/or other instances coaches deem necessary) play at the J.V. level. The focus at the junior varsity level is to prepare players for the varsity level. Teaching fundamentals and developing skills are stressed by developing a competitive culture, improving program schematics and continuing to develop required skills. Winning contests is a second priority behind teaching and developing players.

The Varsity level is made up of the student-athletes that provide Crestwood with the best chance to win contests. These decisions are made by our coaching staff, as they are at all levels of play. Winning games is the foremost consideration at the Varsity level. Teaching and developing players continues to be stressed.

PARENT/COACH COMMUNICATION

Appropriate concerns to discuss with coaches:

1. Treatment of your child, mentally and physically.

2. Ways to help your child improve.
3. Concerns about an injury or your child's behavior.

Issues NOT appropriate to discuss with coaches:

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student athletes.

Process to address athletic concerns:

1. Student-Athlete discussion with coach
2. Student-Athlete & Guardian with coach
3. Then, if warranted, a meeting with the Athletic Director, Guardian(s) and Student-Athlete

TRANSPORTATION TO GAMES

Student athletes are required to ride the team bus to away contests (Board of Education Policy: 8640).-Athletes transported to events on a Crestwood School District bus are to return to school following the event on a Crestwood School District bus. The only alternative is if a parent transports his/her own son/daughter home from an event in an emergency situation or situation granted by the Administration. In these situations the parent or legal guardian must sign an Alternative Transportation Form provided by the coach or Athletic Department Office..

TRANSPORTATION CODE OF CONDUCT

The bus driver is in complete charge of his/her bus operation and conduct. Failure to comply with bus rules and regulations will result in disciplinary action.

RESIDENCE & TRANSFERS

Please visit OHSAA.org to view all rules and regulations concerning residence and transfers. The Athletic Director should be consulted in all matters related to eligibility, residence, and/or transfers.

EQUIPMENT AND UNIFORMS

Athletic department equipment and uniforms that are issued to the athlete, are the sole responsibility of that athlete; if the equipment and/or uniform is lost or damaged, replacement or repair will be made at the athlete's expense. All equipment and/or uniforms must be returned to the coach at the conclusion of each sport/activity season. Uniforms are not to be used as personal apparel and should only be used during games. The exception to this is the wearing of jerseys on game days (with permission from the coach). Any fees owed for athletic purposes will be treated as a school fee. Jerseys are to be worn during contests and kept on following games. Failure to do so may result in loss of playing time.

School Closing Event-Practice Policy

1. When school is canceled due to adverse road conditions, events/contests/games/practices will be assessed by the Crestwood Local School Administration on that day. All off-season, and youth, conditioning and/or training sessions are canceled. Voluntary varsity practices may be held after 1:00 p.m. provided road conditions improve and a collaborative decision between the Superintendent,

- Transportation Director, Principal, Athletic Director, and Head Coach is reached
2. School cancellations due to extreme cold morning temperatures may or may not cause cancellation of afternoon/evening events, provided that temperatures warm to safe levels during the day and a collaborative decision between the Superintendent, Transportation Director, Principal, Athletic Director, and Head Coach is reached.
 3. Away contests may be played if road conditions improve and a collaborative decision between the Superintendent, Transportation Director, Principal, Athletic Director, and Head Coach is reached.
 4. Weekend and Holiday events and practices will be decided day-to-day by the Superintendent, Transportation Director, Principal, Athletic Director, and Head Coach.

CRESTWOOD SPORTS SCHEDULES AND DIRECTIONS

All current (updated constantly) schedules and some directions to away events are available through the Crestwood Athletic Department website: reddevilsathletics.org

ATHLETIC AWARDS POLICY

All students must be in good standing to receive an award.

Choosing award winners is the sole responsibility of the head coach (and his/her coaching staff).

Team managers/student athletic first aid providers shall be granted an award upon recommendation by the head coach.

Proper dress is required and will be outlined by the coaching staff. Any outdoor picnic ceremony will be exempt from this dress code.

CRESTWOOD 7-12 CAMPUS PARTICIPATION FEES/PAY PARTICIPATION

Every student participating in a sport at Crestwood 7-12 Campus must pay a participation fee. Payment may be made with cash or checks (checks made out to Crestwood Local Schools). Checks must be for the exact amount of the participation fee and cannot be combined with any other fees or monies owed. **If fees are not paid timely we regretfully inform you that you are at risk of having this outstanding balance forwarded to the collection agency that is now contracted with Crestwood Local Schools.**

2022-2023 Rate:

Per Sport/Season \$200.00 (HS) \$100.00 (MS) / Family cap for athletics & activities is \$800.00

- Fall Fee Due: August 9, 2024
- Winter Fee Due: November 15, 2024
- Spring Fee Due: March 21, 2025

No refunds of PTP fees will be issued if the student-athlete leaves his/her team. Injury situations will be evaluated on a case by case basis.