



CRESTWOOD INTERMEDIATE SCHOOL

Grades 4-6

2024-2025

11260 Bowen Rd, Mantua, OH 44255

PARENT/STUDENT HANDBOOK

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed and posted in August 2023. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website. Policies can be accessed through the Crestwood Local Schools District's website.

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Dear Families,

It is a pleasure to welcome your children and you to Crestwood Intermediate School as we begin the new school year. It is our goal to have students, parents, and school personnel work together in a common effort to provide a program that will enable each child to develop to his fullest potential.

We have prepared this handbook in an attempt to acquaint parents with most of the policies, procedures, and activities at our school. We hope you will keep it handy for ready reference. We strongly encourage parents to take an active role in the education of their children. Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year. By working together, we can provide better educational opportunities for our children.

Thank you and we look forward to working with you and your family!

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FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1st, 2023. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

CRESTWOOD LOCAL SCHOOLS MISSION:

To help students identify, nurture, and maximize their unique talents, abilities, and skills as they prepare to become successful and productive members of society in the 21st century.

CRESTWOOD INTERMEDIATE SCHOOL INSTRUCTIONAL PHILOSOPHY:

To create an engaging learning environment that will inspire and enable students to develop and strengthen 21st century skills to empower the CIS student to become a productive citizen within our community.

STATEMENT OF NON-DISCRIMINATION

The Crestwood Local School District seeks to maintain an educational 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.

EQUAL EDUCATION OPPORTUNITY

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Sherry Peters, Director of Pupil Services, 330-357-8202 x 5010

Complaints will be investigated in accordance with the procedures described on page(s) page 17 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

SCHOOL DAY

The school office hours are from 8:00 am to 3:30 pm.

STUDENT RESPONSIBILITIES

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

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the school counselor or administrator. .

- Adult students (age 18 or older) must follow all school rules.
- If residing at home, adult students are encouraged to include their parents in their educational program.

STUDENT WELL BEING

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

INJURY AND ILLNESS

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

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

GENERAL INFORMATION

ANTI-HARASSMENT/HAZING/BULLYING

BOARD POLICIES 5516; 5517; 5517.01: HARASSMENT/HAZING/BULLYING

Any type of aggressive behavior which occurs while a student is on route to or from school, in addition to behavior that occurs at school or school events is strictly prohibited.

- **Verbal:** Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks including a person's gender, national origin, religious beliefs, appearance, personal traits, socioeconomic status, family, class rank, etc. toward a fellow student, staff member, or any other person associated with the district is strictly prohibited. Conducting a "campaign of silence" is considered a form of harassment.
- **Nonverbal:** Placing objects, pictures, or graphic commentaries in a school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district. "Cyber bullying" by computer, cell phone or other technology to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others is prohibited.
- **Physical:** Any intimidating or disparaging action such as hitting, shoving, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

Any student who believes that he/she is a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact by a written report or by telephone or personal visit. During this

contact the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly and forwarded to the Superintendent.

The district's Civil Rights Compliance Officer is Sherry Peters, who can be reached at (330) 357-8202. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

ATTENDANCE AND ABSENCE

BOARD POLICY 5200

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. To call a student off, please dial 330-357-8203, Press 2. **The school will notify parent/guardian within the first two hours of the start of the day if the student is absent.**

A student in grades 9 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.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751

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.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such an excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

A student will be considered excessively absent if the student is absent with or without a legitimate excuse for 38 or more hours in one school month or 65 or more hours in one school year.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours without a legitimate excuse, for forty-two (42) or more hours in one (1) school month without a legitimate excuse, or for seventy-two (72) or more hours in one (1) school year without a legitimate excuse.

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 cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

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
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school (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 Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior and consider modification of his/her educational program to meet particular needs and interests.
- E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered chronically absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

R.C. 3313.664, 3317.034, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191

R.C. 3321.22, 3321.38, 3323.041, 3331.05

A.C. 3301-35-03(G), 3301-47-01, 3301-69-02

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Please refer to Policy #5200 to read it in its entirety.

CHANGE OF ADDRESS

Students and families are required to notify the Student Office of any change of address or phone number. Proof of address must be provided.

CHILD ABUSE AND NEGLECT

Ohio law requires that all school personnel report any suspected child abuse and/or neglect immediately. School personnel are immune from any civil or criminal liability that might be incurred or imposed as a result of such action. (ORC sec. 2151.421)

CHILDREN AND YOUTH IN FOSTER CARE

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

For additional information see Policy 5111.03.

COMMUNICABLE DISEASES

BOARD POLICIES: 8450, 8453, 8453.02

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.

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.

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 principal or school nurse and assist the student in completing the requisite documents.

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 Portage County Health Services. 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 Portage County Health Service.

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.

8451 - PEDICULOSIS (HEAD LICE)

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat it adequately and appropriately as necessary.

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of no nits as a criteria for return to school.

The Superintendent shall prepare administrative guidelines to provide for the implementation of this policy.

DUE PROCESS

BOARD POLICY 5611

Due process in the context of administrative proceedings carried out by school authorities does not mean that proceedings used in courts in juvenile proceedings must be followed exactly by school authorities when engaged in disciplinary proceedings. It does mean that clear, definite, and fundamentally fair rules of procedure must govern disciplinary actions taken by school authorities. According to O.R.C. 3313.66 A student must be given written notice of intent to suspend, with reasons for the intended suspension, and an opportunity to explain his/her behavior to the school administrator.

Due process requirements are specified in Ohio Revised Code 3313.66 and Board Policy 5500, Student Conduct, Due Process Rights and 5611. Detailed information is in Board Policy 5610, Emergency Removal, Suspension and Expulsion of Students.

EMERGENCY MEDICAL AUTHORIZATION

BOARD POLICY 5341

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

ENROLLING IN THE SCHOOL

BOARD POLICY 5111

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

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The office of the Superintendent will assist in obtaining the transcript, if not presented at the time of enrollment.

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

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

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION

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) 357-8202 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 Federally Assisted Programs Act.

Please refer to Board Policy #2260 for its entirety.

FAMILY RIGHTS AND PRIVACY

Legislation provides that parents of students under 18 years of age, and students 18 years of age or older, have the right to review and question the records of the student within a reasonable time after making the request. If there are any questions as to the accuracy of the record of the student that cannot be solved informally, a hearing will be held concerning the questionable material. This also provides that a transcript cannot be sent without the written permission of a parent of a student under the age of 18, or the written permission of the student 18 years of age or older. Student directory information cannot be released without permission from the parent of a student under 18 or permission of a student 18 years and older.

FIRE, TORNADO, AND SAFETY DRILLS

BOARD POLICY 8210

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills using ALICE techniques will be conducted throughout the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

GIFTED EDUCATION AND IDENTIFICATION

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code.

"Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures.

Please refer to Policy #2464 to read it in its entirety.

IMMUNIZATION

BOARD POLICY 5341

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a

chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the building principal or school nurse.

INVESTIGATIONS BY LAW ENFORCEMENT PERSONNEL

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

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

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

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

Please refer to Policy #5540 to read it in its entirety.

MEDICATION AT SCHOOL

BOARD POLICY 5330

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the *Physician's Request for the Administration of Medication by School Personnel* form will be submitted to fulfill all Board requirements.

Before any non-prescribed medication or treatment may be administered, the *Parent Guardian Request for the Administration of Over the Counter Medication by School Personnel* form will be submitted to fulfill board requirements. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Forms are located on our district website under forms/links. Parents are asked to have these completed prior to the start of the school year.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Medication may be conveyed to school directly by the parent/guardian or other responsible adult at parental request. Medication **MAY NOT** be sent to school in the student's lunch box, pocket, or other means on or about his/her person.

Students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted a form for, *Authorization for the Possession and Use of Asthma Inhalers*, to the principal and any school nurse assigned to the building.

Students shall be permitted to carry and use, as necessary, an epinephrine auto injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (*Authorization for the Possession and Use of Epinephrine Autoinjector* (epi-pen) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse.

No drug prescribed by a physician for a student shall be administered by a school employee unless the following occur;

- A. The Board, through the school nurse, receives a written request, signed by the parent, guardian, or other person having care or charge of the student, that the drug be administered to the student.
- B. The Board, or person designated by the Board, receives a statement signed by the physician who prescribed the drug, that includes the following information:
 1. The name and address of the student.
 2. The school and class in which the student is enrolled.
 3. The name of the drug and dosage to be administered.
 4. The times or intervals at which each dosage of the drug is administered.
 5. The date the administration of the drug is to begin.
 6. The date the administration of the drug is to cease.
 7. Any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency.
 8. Special instructions for administration of the drug, including sterile conditions and storage.
- C. The parent, guardian or other person having care or charge of the student must submit a revised statement signed by the physician who prescribed the drug to the Board, through the school nurse, if any of the information provided by the physician, as described above changes.
- D. The written request and statement in A and B above must be received by the school nurse and/or building administrator prior to the administration of the drug. The school nurse and person authorized will retain a copy of this request and statement.
- E. The drug must be received by the person above designated to administer the drug, in a container in which it was dispensed by the prescribed physician.

Non Prescribed (Over-the-Counter) Medications

By written notice parents may also authorize that their child

- may self-administer non prescribed medication.
- may keep non prescribed medication in his/her possession.

If a student is found using or possessing a non prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

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

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

- *provided the student has submitted prior written approval of his/her parent/guardian to the Principal.*

NUTRITION SERVICES

Children need healthy meals to learn. Our breakfasts and lunches provide meals to promote healthy bodies and minds. Menu offerings include a variety of colorful fruits and vegetables, whole grains, meat, meat alternatives, and milk. Breakfast and lunch are available to all students. The Board recognizes the importance of good nutrition to each student's educational performance. The Board provides eligible children with breakfast and lunch at a reduced rate and/or at no charge to the student. Eligibility for free or reduced-price meals, is determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the Ohio Department of Education. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students.

If a student does not receive an application form and believes s/he is eligible, contact Mrs. Jennifer Hirsch, Food Service Director at 330-357-8202 x5004 or by email at jhirsh@crestwoodschools.org Please refer to Policy #8531 and #8510 (Wellness) to read it in its entirety.

PERMANENT STUDENT INFORMATION

No records will be released to any person, institution, or agency without written consent of the student (if of age) or parent/guardian. It is the responsibility of the parent or student to designate which specific records are to be released. Certain records will be maintained indefinitely. These records are listed below:

- A. Census information
- B. Transcript of grades
- C. Individual test scores
- D. Psychological records
- E. Medical records–vision & hearing screening, immunization records (7 years after graduation)
- F. Individualized Education Plan

All other records in student folders will be destroyed at the time the above records are saved and after Board and State approval – approximately two years after student graduates or withdraws from school. The parent/guardian has the right to review any of this material prior to its destruction if an appointment is previously arranged.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

PBIS is a systemic approach to teaching important social and behavior skills while preventing problem behaviors. PBIS encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminish recurrences of challenging behaviors, and teach appropriate behaviors to students. We instruct students on positive behaviors relating to these expectations in all school settings (classroom, hallway, cafeteria, bus and extra-curricular activities). Student recognition and reward for exhibiting these expectations are provided to support the instruction and learning.

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.

Please refer to Policy # 5630.01 to read it in its entirety.

POSSESSION, USE, AND TRANSMISSION OF TOBACCO SUBSTANCE, VAPOR AND ELECTRONIC CIGARETTES

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. This is consistent with the responsibilities of teachers and staff to be positive role models.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes.

The smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance may be considered drug paraphernalia and treated as use of narcotics.

The Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with the policies of the Board.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

BOARD POLICY 8431

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Board offices upon request.

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

No student is to be removed, suspended out of -school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled

Students.")

EMERGENCY REMOVAL

"Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")

SUSPENSION AND EXPULSION

In accordance with Ohio law, Section 3313.66 R.C., the superintendent or the building administrator of a school may suspend a student from school for not more than ten (10) days. In addition, the superintendent may expel a student from school for eighty (80) days. Suspensions and/or expulsions can extend into the next school year. In some cases, the superintendent may seek to permanently exclude a student.

In accordance with Public Law 94-142, due process is guaranteed to handicapped children. Handicapped children are not entitled to completely separate disciplinary procedures and may be temporarily suspended. Expulsion of a handicapped student or suspension in excess of an aggregate of 10 days per year is a change of placement, thereby requiring federal due process procedures to be followed. The suspension of a student with disabilities for up to ten days per year does not constitute a change of educational placement. If a student with a disability exceeds 10 days, the school-based team will meet to conduct a manifestation determination review meeting.

All students that are suspended, in school or out of school, may be permitted to make up their assignments at the discretion of the building principal.

Students who are suspended out of school or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights"

PERMANENT EXCLUSION

A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child, for committing, when 16 years of age or older, one of several criminal offenses. High School credit and credit under joint enrollment post-secondary programs may be denied for the period of any expulsion. Notice of the expulsion will be sent to any college in which the expelled student is enrolled.

Please refer to Policy # 5610 to read it in its entirety.

THE RIGHTS OF HOMELESS PARENTS & THEIR CHILDREN

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

Liaison at 330-357-8202 or the Ohio Department of Education website (www.ode.state.oh.us /keyword: homeless students) for more information.

Please refer to Policy # 5111 to read it in its entirety.

SEARCH AND SEIZURE

In order to ensure the safety and well-being of all students, teachers, school employees and guests, it is the policy of this school district to authorize its administrators to search the clothing and personal effects of students where such a search is reasonably necessary under all the surrounding circumstances. In order to conduct such a search, it is not necessary that the administrator have probable cause to believe that a crime or violation of a school rule has occurred. It is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a law or school rule. If such reasonable grounds exist, an administrator may conduct a search of a student's personal or personal effects including but not limited to electronic devices. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the possible infraction that may have or may be occurring.

Please refer to Policy #5771 to read it in its entirety.

SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

BOARD POLICY 2260.01

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, or 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 Sherry Peters, Director of Pupil Services, (330) 357- 8202.

SELECTIVE SERVICE REGISTRATION

Registration for Selective Service is available in Crestwood High School's Student Office.

SEXUAL AND OTHER FORMS OF UNLAWFUL HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment that 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 discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Please refer to Policy #5517 to read it in its entirety.

STAY SAFE SPEAK UP

Use 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.

STUDENT CODE OF CONDUCT

DISCIPLINE CODE

The exercise of self-control, self-discipline, and self-discretion are essential to positive school behavior and success. Cooperation and the observation of the rights of others are also important. To this end, each student must be responsible for his/her own behavior and must respect the rights of others.

The following is a general statement of what is expected of students at Crestwood. Any misbehavior on school property or at a school function or that which affects other students, staff, or the school is under this code.

Violation of this code may result in disciplinary action(s) such as assignment of demerits, assignment of detentions, notification to parents/guardians, in-school restrictions, alternative learning programs, suspensions, expulsion, emergency removal, or referral to the appropriate legal authorities.

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided to a student, the Board establishes the following guidelines.

Students Subject to Emergency Removal:

“Emergency removal” shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat to disrupting the educational process provided by the District.

Students Subject to Suspension:

“Suspension” shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

A student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision may be appealed to the Superintendent.

Students Subject to Expulsion:

“Expulsion” shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days, or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place, or for one (1) year as specifically provided in this policy and the Student Code of the Conduct/Student Discipline Code. Only the Superintendent may expel a student.

A student and his/her parent/guardian must be given written notice of the intention to expel and the reasons therefore and an opportunity to appear with a representative before the Board to answer the charges.

The Superintendent shall ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by the students and their parents. Listed below are some of the major areas of potential misconduct which are prohibited.

CRESTWOOD LOCAL SCHOOL DISTRICT

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, suspension, and/or expulsion.

***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 he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission. 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.
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 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.
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-alikes 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). Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle, or a school sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (Refer to Board Policy and O.R.C. 2923.122).
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.
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.
9. **Tobacco:** Use, possession, sale, or distribution 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.
10. **Alcohol:** Use, possession, sale, or distribution of alcohol in any form or under the influence of alcohol.
11. **Drugs Other Than Tobacco or Alcohol:** Use, possession, sale, or distribution of any controlled drug.
12. *Code not assigned.**
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.
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.
19. Harassment/Intimidation: Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm).
20. **Firearm Look-a-Likes:** 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. toys, guns, cap guns, pellet guns, bb guns, etc.)
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.
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.

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 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.

Teachers' Procedure:

- **Mild Misbehavior:** Teaching of expected behavior and discussion with the student.

- **Moderate Misbehavior / Continued Mild Misbehaviors:** Parental contact and conference with teacher for behavior plan and goal setting.
- **Severe Misbehaviors / Continued Mild or Moderate Misbehaviors:** Office referral, including parental contact by principal and appropriate consequences.

Administrator's' Responsibilities:

- Students who are sent to the office will discuss the situation and consequences with the principal.

Administrators' Procedure:

- Step 1: Discussion of issue loss of privileges
- Step 2: Discussion with student and loss of recess and other privileges for a range of 1-5 days.
- Step 3: In-School restriction: Range 1-10 days.
- Step 4: Out of school suspension: Range 1-10 days.
- Step 5: Recommendation to the Superintendent for an expulsion hearing.

Administration reserves the right to determine which step an offense is handled at. For the protection of students and staff, police and/or child services may be notified of any violation of the student code of conduct.

Board Policy 5610 - REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

[Suspension Expulsion Updates 2019.docx](#)

STUDENTS NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

BOARD POLICY 7540.03

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)

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The District further 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. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are 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/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to

participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District'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. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods)
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>
Cyberbullying includes, but is not limited to the following:
 - a. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
 - b. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
 - c. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
 - d. posting misleading or fake photographs of students or school staff members on web sites.

- e. To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
- a. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
 - b. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 - c. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 - d. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 - e. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
 - f. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - g. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 - h. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 - i. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- H. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or Director of Operations if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- I. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- J. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the Director of Operations. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- K. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- L. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal.

- M. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- N. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- O. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- P. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).
- Q. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- R. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Principal. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction related purposes. The following hierarchy will prevail in governing access to the Network:
 - 1. Class work, assigned and supervised by a staff member.
 - 2. Class work, specifically assigned but independently conducted.
 - 3. Personal correspondence (checking, composing, and sending email).
 - 4. Training (use of such programs as keyboarding tutors, etc.)
 - 5. Personal discovery ("surfing the Internet").
 - 6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal.
 - 7. Game playing is not permitted at any time.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

BOARD POLICY 8330: 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 of age or older) or parent/guardian(s). Such information is usually released in publications such as programs, yearbooks and honor roll recognition lists. Students and

parent/guardian(s) who do not wish to have their directory information released must submit that request in writing to the guidance department no later than September 11, 2021.

Parent/guardian(s) and students have a right to inspect and review their educational records. Parent/guardian(s) 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.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found at the board office per request..

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Dave Toth, Superintendent. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

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

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT RIGHTS OF EXPRESSION

Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal or principal designee, twenty-four (24) hours prior to display.

STUDENTS WITH DISABILITIES

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

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

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

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Sherry Peters, Director of Pupil Services at 330-357-8202 to inquire about evaluation procedures, programs, and services.

BOARD POLICY 2460: INDIVIDUALS WITH DISABILITIES

SURVEILLANCE CAMERAS

For students' safety and welfare, video cameras are placed throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

USE OF PERSONAL COMMUNICATION DEVICES

[NOTE: Insert language from the District's Personal Communication Device Policy (Policy 5136)]

- "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

VISITORS

BOARD POLICY 9150

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge of skills that will be helpful to members of the classified staff responsible for the conduct of those programs and activities. The Superintendent or his designee shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. She/he shall not be obligated to make use of volunteers whose abilities are not in accordance with District needs. The Superintendent or designee is to inform each volunteer that she/he:

- A. Is required to abide by all Board policies and District guidelines while on duty as a volunteer;

- B. Will be covered under the District's liability policy but the District cannot provide any type of health insurance or cover illness or accident incurred while serving as a volunteer, nor is the person eligible for worker's compensation.
- C. Volunteers are not to bring other children to school when volunteering or to parties unless invited. This will allow them to focus their time on the children and class where their volunteer services are needed.

Furthermore, the Superintendent or his designee shall inform all volunteers who work or apply to work unsupervised with the children on a regular basis of the need to display appropriate behavior at all times, and that they may be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is then conducted, it will be done as a condition of continued service as a volunteer and will be at the Board's expense.

If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses described in Division (A)(1) of Section 109-572 of the Revised Code, the volunteer will be informed either that the Board is no longer interested in maintaining their volunteer service or that the volunteer will be assigned to duties for which she/he will not work unsupervised with children.

The Superintendent shall inform each volunteer of the district's appreciation for his/her time and efforts in assisting in the operation of the schools and for his/her understanding with regard to the need for all volunteers to be subject to possible criminal records check.

R.C. 109.574-7, 121.401-2, 3327.16, 3313.203 Revised 09/10/01

Please refer to Administrative Guidelines # 9150A to read it in its entirety.

INTERMEDIATE SCHOOL INFORMATION

SCHOOL HOURS

School Hours: 8:50 am - 3:20 pm

Main Office Hours: 8:00 am - 3:30 pm

ARRIVAL AND DISMISSAL

Children should not arrive at school before 8:30 A.M. –**THERE IS NO SUPERVISION** for students before this time. Likewise, all students should be picked up after school by 3:30 P.M. After school care is not provided.

All school entrances are locked. Parents/visitors will be granted access through the security system at the main doors where they **MUST** provide ID and be signed into the building. Children are not permitted to re-enter the building after dismissal unless it is an emergency.

BUS TRANSPORTATION

Students are expected to maintain good conduct on the bus. Any violation of good behavior on the bus may result in the student receiving a Bus Conduct Report. Repetition of bad behavior will result in the student having his/her bus privilege suspended for a period of time. While a student is under suspension from bus transportation, the safe transportation of the student becomes the responsibility of the parents. Parents and students are entitled to a hearing and may appeal suspensions as provided by law.

Safety of students riding the school buses is the prime reason for rules and regulations. Your compliance with these rules will reduce transportation hazards. Any concerns regarding transportation or bus concerns should be directed to 330-357-8207 ext. 6051.

SCHOOL BUS RULES AND REGULATIONS

- Rule 1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
- Rule 2. Pupils must wait in a location clear of traffic and away from the bus stops.
- Rule 3. Behavior at school bus stop must not threaten the life, limb, or property of any individual.
- Rule 4. Pupils must go directly to an available or assigned seat; drivers have the authority to assign seats.
- Rule 5. Pupils must remain seated, keeping aisles and exits clear.
- Rule 6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Rule 7. Pupils must not use loud, boisterous, or profane language.
- Rule 8. Pupils must refrain from chewing gum, eating, and/or drinking on the bus except as required for medical reasons.
- Rule 9. Pupils must not possess tobacco on the bus.
- Rule 10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- Rule 11. Pupils must not throw or pass objects on, from, or in the bus.
- Rule 12. Pupils may carry on the bus only objects that can be held in their laps (see paragraph (1) Rule 3301-83-20 of the Administrative Code.) At all times, the aisle must be kept clear and the exit door freely accessible.
- Rule 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.
- Rule 13A. Alternate Bus Stop Request (Forms) – Maximum of three changes per year. Pupils must have an approved Alternate Stop Form on file to ride a different bus to or from a different location other than the pupil's legal residence. If the request is for shorter than 1 week, approval can be granted by contacting the Transportation Office without filling out a request form. Alternate Stop Request Forms are available at the Schools, Transportation Office and at www.crestwoodschools.org. The approval will take 3 business days to process once received in the Transportation Office and is only good for the present school year.
- Rule 14. Pupils must not put head or arms out the bus windows or cause any object to project out the window.
- Rule 15. Guidelines will be formulated for the use and storage of equipment and other means assistance required by handicapped pupils on an individual basis with reference to pupil's I.E.P. or section 504 plan.
- Rule 16. Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical problems which may require driver attention.
- Rule 17. No weapons, real or toy, or sharp objects including glass may be carried on a school bus. Sports equipment must be stored securely, and balls, etc., must be kept in bags during transports on the school bus.
- Rule 18. No student may transport flammable, explosive materials, and/or flame producing devices on a school bus.
- Rule 19. No student may use physical force on the driver or other passengers.
- Rule 20. No person may cause property damage to buses or personal property of others.
- Rule 21. No animals may be transported on the school bus except for students with special needs as prescribed in their I.E.P. or section 504 plan.

VIOLATIONS OF RULES 11, 17, 18, and/or 19 MAY RESULT IN IMMEDIATE REMOVAL OF THE STUDENT FROM THE BUS.

SUSPENSION, EXPULSION OR IMMEDIATE REMOVAL FROM THE BUS

- 1. The provisions of section 3313.66 of the Revised Code shall apply to suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.

2. The superintendent or superintendent designees, or principals, or assistant principals are authorized to suspend or remove pupils from school bus riding privileges.
3. Immediate removal of a pupil from transportation is authorized. A pupil removed immediately from transportation must be given notice as soon as practicable of a hearing which must be held within seventy-two hours of the removal. Immediate removal is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed from ridership shall be in accordance with school district policy but not more than ten days.
4. Suspension of riding for rule violation or conduct not considered a danger to persons or property or a threat to the safe operation of the school bus may not exceed the ten days. Suspension of riding privileges by the superintendent, superintendent designees, principal, or assistant principal shall be in accordance with Section 3313.66 of the Ohio Revised Code and school district policy related to due process.
5. Expulsion of a pupil from riding privileges shall be by the superintendent and in compliance with Divisions (B), (D), and (E), of section 3313.66 of the Ohio Revised Code.
6. School bus drivers shall report in writing to the appropriate administrator all violations or conduct that justify immediate removal, suspension, or expulsion.
7. All bus tickets must be signed, shown to the bus driver, and returned to the building administrator within seven days or a parental contact will be made.
8. Suspension or immediate removal of handicapped pupils may require a modification of the above procedures and shall be accomplished in accordance with the law.

STUDENT BUS BEHAVIOR TRACK

Students' Responsibilities: To maintain good behavior at the bus stop location and while riding the bus by being respectful of self, others, and property.

Bus Drivers' Responsibilities: To provide a safe ride to and from school.

Administrator's' Responsibilities: To provide support to the drivers and students.

Student behaviors that are inappropriate on the bus or at the bus stops need to be first dealt with by the drivers. Once an administrator at the school receives a bus ticket (Bus Conduct Report), the student will be called to the office in a timely fashion. Once a student begins the Behavior Bus Track, the amount of time suspended from the bus is progressive.

Step 1: Issue of First Bus Ticket: Discussion with student; parent/guardian signs ticket; copy is sent to the bus supervisor.

Step 2: Issue of Second Bus Ticket: Discussion with the student including the statement that the next bus ticket may result in being suspended from the bus; parent/guardian signs ticket; student returns signed ticket; copy is sent to the bus supervisor.

Step 3: Issue of Third and Further Bus Tickets: Discussion with student; bus suspension for at least one (1) day to progressively more; issue of bus suspension papers; call to parent/guardian; notification of bus supervisor; possible recommendation for bus expulsion.

Please note: Exceptions to the Bus Behavioral Track steps include, but are not limited to, Rules 6, 9, 17, 18, 19, and 20. Exceptions may begin at Step 3: Bus Suspension may be dealt with according to the school discipline policies that follow in this handbook. For the protection of students and staff, police and/or child services may be notified of a violation of the school bus rules and regulations.

Private Transportation. If a student is transported to or from school in a private vehicle, he/she should not be dropped off or picked up during loading of buses. Park in a designated parking area, not in the emergency/fire lane.

BOOKS

The books issued to students by each classroom teacher are Crestwood Local Schools property and must be handled with care. There will be a fee to pay for rebinding or replacement if books are damaged or lost.

CHECK ACCEPTANCE POLICY

Your check is welcome at all schools in the **Crestwood Local School District**. **Crestwood Local School District** recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the **Crestwood Local School District** has contracted with **CHECKredi of Kentucky**, a company based in Lexington, KY. for collection of returned checks. Each person writing a check to a school or the School System should write the check on a commercially printed check with your name, address and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the School System, the person writing the check agrees that, if the check is returned, that it may be represented electronically on the same account, and that the fee established by law, may be debited from the same account. If the check and fee are not collected electronically, then **CHECKredi** will contact you by mail and by telephone in order for you to make arrangements to pay.

Payments may be made to **CHECKredi** by mailing to 406 Park Place or to P.O. Box 11848 Lexington, KY 40578. Payments of the check and fee may be made electronically at www.checkredi.com by using a credit card, debit card, or electronic check without additional fee. Payments may be made over the telephone by credit or debit card or electronic check without additional fee by calling toll free (800) 742-2925.

CLASSROOM CONDUCT

The student will be expected the following while in the classroom:

- As a RESPONSIBLE the student will... ○ Be on time.
 - Be prepared for class.
 - Communicate effectively with teachers and peers.
 - Do their own work.
 - Use materials as instructed. ○
 - Follow safety procedures.
- As a RESPECTFUL the student will
 - Follow instructions both written and verbal.
 - Use appropriate language.
 - Wear appropriate clothing.
- To show that the student is BEING KIND, the student will...
 - Find ways to help others.
 - Treat others the way you want to be treated. ○ Be the I in Be Kind

CLINIC

The clinic will be used by students who become ill (or need emergency treatment) during the school day. Before coming to the clinic, a student who feels ill should report to his/her scheduled class and receive a pass from that teacher. School work missed shall be made up. The clinic can be reached at 330-357-8203 ext. 3011.

COMPUTER/INTERNET USE

Students are expected to appropriately use school computers and school-provided internet services. Being in or on unauthorized services or web pages is prohibited. Students must have permission from the classroom teacher on duty to access and use computers or their services. E-mail and I.M. 's must be approved before they are sent. Parents and students are required to sign an acceptable use policy statement prior to using the internet. Forms will be provided at the beginning of the year.

CRESTWOOD LOCAL SCHOOL DISTRICT 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.

II. 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.crestwoodschoools.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.crestwoodschoools.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.

III. 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.

IV. 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 school districts or graduates, a written request may be submitted to the Board of Education for a refund.**

V. 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.

DIFFERENTIATED REFERRAL SYSTEM

Crestwood Intermediate School strives to meet all students' individual needs, recognizing that all students have differing strengths, and learning styles. In addition, the district recognizes that the most effective student learning occurs through a home-school partnership. Through the systems that have been set up in each school building our aim is to improve the outcomes for all students with the goal to maintain students in a general education curriculum setting to the fullest extent possible as they make expected academic progress. Response to intervention is a preventative technique that looks to provide immediate support to students. Please access additional information on the school's website or contact your child's building principal.

DRESS CODE

We recognize that each student's mode of dress and grooming is an expression of personal style and individual preference. It is the policy of the Crestwood Local Schools Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. Student dress should not cause a safety hazard; cause excessive wear or damage to school property; or prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement. The Board authorizes the Superintendent or his/her designee to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment.

Clothing is prohibited that bears statements, slogans, images, illustrations, or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests, or promotes violence against an individual or group of individuals because of their gender, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes, or depicts alcoholic beverages, tobacco products, or illegal drugs.

Students should wear appropriate clothing for an educational setting. Parents should determine the manner of dress for their children with consideration to safety, health, and weather. The handbook outlines the Dress Code Policy as follows:

- Allowable Dress
 - Shorts or skirts should be an appropriate length.
 - Clothing must cover undergarments and private areas.
 - Clothing covering undergarments and private areas must be opaque.

- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Special permission must be granted by Administration for hats, bandannas, pajama pants, etc. to be worn during the school day.
- Non-Allowable Dress
 - Clothing and accessories should not advertise or suggest drugs, alcohol, tobacco, illegal substances, weapons, violence, profanity, hate speech, or obscenities.
 - Tops with thin or “spaghetti straps” should not be worn. Shoulders should be covered by clothing.
 - Hats, hoods, bandannas, and all other head coverings should not be worn in the building during the school day due to school safety concerns. Head coverings are permitted for religious purposes.
 - If the student’s attire or grooming threatens the health or safety of any other person, then discipline for this violation will be consistent with discipline policies for similar violations.

Please note: The above listing are meant for guidelines of appropriate dress for school and to contribute to the positive atmosphere at our school. They are not intended to be comprehensive. The school will not be responsible for an accident or injury resulting directly or indirectly from clothing and/or footwear. *When considering clothing for school, think about whether it is something you would wear to work, at a restaurant, retail store, or doctor’s office.*

We try to go outside for recess on a daily basis. On cold weather days, please make sure your child has a hat, gloves, and coat. When it snows, boots and snow pants are important. Please plan on your child going outside every day.

If students are considered in a dress code violation they will be first asked if they have something else to put on. The next alternative will be to call a parent/guardian to bring a change of clothes from home. Our goal is to return students to the learning environment as quickly as possible, but students will not be permitted to return to class until clothing is changed. Students may stay in the main office while waiting for a parent/guardian to arrive.

Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees.

EARLY DISMISSAL FROM SCHOOL

If it becomes necessary for a student to be dismissed from school early, the student should present a written request signed by the parent/guardian to the office or teacher in the morning or a phone call by a parent/guardian must be made no later than 2:30 P.M to the main office.

If a student becomes ill during the day and must leave school, he/she should report to the main office and a secretary will place a call to the home or parent’s place of employment. The student will remain in the clinic until the parent arrives. Before leaving the school building, he/she must be signed out by the parent. In other words, a student may not leave the building to a waiting vehicle. The parent or guardian must enter the school and show a photo I.D. when picking up a student. Students may only be released to parents, guardians or those listed on emergency forms.

Any student to be picked up by someone other than his/her parent/guardian must have a note signed by the parent/guardian and the individual authorized for pickup will need to provide a photo I.D. during dismissal. This note should include the date, full name, and telephone number of the person picking up the student. All arrangements must be made at home prior to school. The office phones are not to be used to make those arrangements.

Any student wishing to leave school with another student, MUST have a note signed by the parent or guardian. This note should include the date and the full name, address and telephone number of the people to whom the student is

to be delivered and must be approved by the main office the morning of that day. All arrangements must be made at home PRIOR to school. The office phones are not to be used to make those arrangements.

EMERGENCY SCHOOL CLOSING

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay by email, SMS message, and phone call.

- Information concerning school closings or delays can also be found on the School's web page.
- Crestwood's alert system will be activated in addition to radio stations 1100 WTAM, 99.5 FM WGAR, 100.7 FM WMMS, 100.1 FM, and other local stations will broadcast news of the school closing. Local TV stations are also made aware of the school closings.
- Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays. Please do not call the schools as phone lines **MUST BE KEPT OPEN** for emergencies.

FIELD TRIPS

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

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. • Students who violate school rules may lose the privilege to go on field trips

FIRE TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of intercom and alarms. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted at least three times per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

GRADING

The School applies the following grading system:

90 to 100 = A = Excellent achievement

80 to 89 = B = Good achievement

70 to 79 = C = Satisfactory achievement

60 to 69 = D = Minimum-Acceptable achievement

F = Failure
I = Incomplete
P = Acceptable achievement

Grading Periods

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

GUIDANCE

The School Counselor is available daily to address the needs of all students through a comprehensive program that enhances the academic, career, and personal/social development of all students. The counseling program is delivered through classroom guidance lessons, small groups, and short-term individual counseling sessions. School counselors make appropriate referrals to outside agencies when necessary. School counselors collaborate with parents, teachers, administrators and other school staff to promote and advocate for student success.

School counseling referrals can be made by parents, teachers, administrators and by students at any time through the school-year by phone, email and/or in person.

HALLWAYS

- All students in the halls during class periods are to have hall passes.
- Abusive or disruptive language or behavior is not permitted.
- Student safety being a priority, there will be no running or horseplay in the halls.
- Students may be subject to disciplinary action for not following these rules.

HOMEWORK

The Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" may refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

Please refer to Policy #2230 and Administrative Guidelines # 2330 to read it in its entirety.

ITEMS BROUGHT TO SCHOOL

- Children are not allowed to carry matches, guns of any type, gun caps, knives, rubber bands, sling shots, etc. Such articles will be confiscated and not returned.
- Children are not allowed to sell or trade anything among themselves at school, on the school grounds, or on the school bus.
- NO Pets should not be brought to school.
- Items should not be brought in glass containers because of the danger of breakage.
- NO TOYS SHOULD BE BROUGHT TO SCHOOL WITHOUT TEACHER APPROVAL. THE SCHOOL IS NOT RESPONSIBLE FOR BROKEN OR LOST TOYS BROUGHT TO SCHOOL.
- NON-EDUCATIONAL ELECTRONIC DEVICES ARE NOT PERMITTED IN SCHOOL WITHOUT TEACHER/ADMINISTRATOR APPROVAL. This includes electronic watches that are linked to the internet and/or can make phone calls.

INJURY AND ILLNESS

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

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

INSTRUCTION AND ACTIVITIES

Students at Crestwood Intermediate School follow a curriculum in Language Arts, Math, Science, Social Studies, P.E., Art, Music and Technology that is aligned with the Ohio Academic Content Standards. These standards define what each child should know and be able to do at every grade level. The major goal at CIS is the education of students. A positive educational climate requires a concerted effort and communication by teachers, students, parents, and administrators.

LATE TO SCHOOL

School starts at 8:30 A.M. and ends at 3:20 P.M. Student tardiness will be recorded starting at 8:40 A.M. When a student is late to school, he/she must report to the main office for an admit-to-class form. Habitual tardiness may result in disciplinary action, parent contact, or both. A written excuse shall be brought in by the student if the tardiness is to be excused.

LOST AND FOUND

Report the loss of personal property to the Student Office. Pick up lost books, personal belongings, clothing, etc., from the Lost & Found in the Main Office.

LUNCH VISITORS

There will be no lunch visitors permitted unless there is a special event.

PARENTAL CONCERNS

Open, two way communication between the school and parents is vital. Parents are encouraged to contact the classroom teacher with initial concerns regarding school performance. If the concerns remain unresolved, contact the appropriate guidance counselor. Administrative intervention is the final step.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and material in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

PROGRAM OF STUDIES

The Crestwood Intermediate School is continually working on providing a well rounded 21st century learning environment. Please review the following Program of Studies for class descriptions.

PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

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

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

A student may be retained at his/her current grade level based on the following criteria:

- A. failure to demonstrate proficiency in mathematics and reading
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if s/he attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law.

MAKE-UP WORK

If a student is absent from school for three or more days, arrangements should be made to have textbooks and assignments sent home. A call should be made to the school and the counselor will make arrangements with the parent/guardian(s). Students have the same number of days absent plus one more day to make up work for an excused absence.

Any student suspended from school shall be permitted to make up missed assignments which must be completed and submitted within one day of the student's return to the classroom.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non School-sponsored student groups may meet in the school building during non instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities. Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non district-sponsored organization may use the name of the school or school mascot on any materials or information.

PARENT CONFERENCES

We welcome the opportunity to meet and talk with parents regarding student progress. Parents who wish to schedule a conference with a teacher should follow the guidelines for scheduling sent home by the building .

Each year two conference periods are set aside for parent/teacher conferences when students are not in attendance. We foster better understanding and communication through conferences with school and home.

Please feel free to contact the school any time you would like to discuss your child's work; his/her school life, or any of our policies and procedures. We respectfully welcome any suggestions or opinions that you may have in regards to your children or school. Please do not wait until a problem has developed to ask for a conference.

RECESS PARTICIPATION

Outdoor recess is a part of our daily scheduled program. Daily exercise, fresh air, adequate rest and balanced nutrition lead to good health. Health influences a child's emotional stability, social life and academic success. In order to encourage the healthy growth of our elementary students, we have initiated the following guidelines for student participation in outdoor recess:

1. Outdoor temperature and weather conditions will be checked before students are permitted to play outdoors.
2. Students who have special physical problems are required to have a physician's note which includes specific written instructions.
3. When a student has had a recent illness, a written request for indoor recess from their parent will be honored for three consecutive days only. Any further days must be requested by a note or telephone communication from a physician.

Staff reserves the right to keep any student indoors if they do not have the proper outdoor attire for the weather for the safety of the students.

REPORT CARDS

The Crestwood school system grades on four (4) nine-week grading periods. Report cards will be sent home with your child every nine weeks. Please use the online Gradebook (HAC: Home Access Center) feature to access updated grading information.

SCHEDULING AND ASSIGNMENT

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

SCHOOL LUNCHES

School lunches are prepared and priced according to Federal guidelines. Pupils may also bring their lunches from home. The price for a hot lunch and milk will be determined at the beginning of the school year. Reduced prices and free lunches are available to those who qualify. Forms are available in the office.

STUDENT ASSESSMENT/TESTS

While the School District does schedule make-up dates for testing, students should avoid unnecessary absences. Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives. Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff. College entrance testing information can be obtained from the Guidance Office.

Crestwood Schools will administer the Ohio State Test (OST) in accordance with the guidelines set forth by the Ohio State Department of Education. The testing dependent on grade level requirements set forth by the state may include Writing, Reading, Math, Social Studies and Science.

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:

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- 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.

TEXTBOOKS AND FEES

All textbooks are furnished by the Crestwood Board of Education. Students must pay for damaged or lost books. All students pay a fee to cover supplemental expenses which include assignment notebooks, art supplies, science supplies, and a technology fee. Fees will be collected during the first several days of school. All fees are due by the end of the first nine weeks. Each child furnishes his/her own paper, pencils, and crayons.

Notices will be sent home with the students to inform parents of the amount owed. This obligation must be paid in full or the student's report card will be withheld in compliance with the practices of the Crestwood Local Schools. Please contact your child's school if you have extenuating circumstances concerning payment of fees. Fees may be

waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

CIS School Fees

Grade 4: \$33.00	
Art Fee	8.00
District Technology Fee	25.00

Grade 5: \$33.00	
Art Fee	8.00
District Technology Fee	25.00

Grade 6: \$33.00	
Art Fee	8.00
District Technology Fee	25.00

THEFT

Any theft of personal property should be immediately reported to the Student Office. Students are responsible for securing their property; personal items of excessive value should not be brought to school. Personal items should not be left unattended. Crestwood Intermediate School is not responsible for items stolen, damaged, missing, or left unattended.

TRANSPORTATION

Students should not arrive at school prior to 8:30 a.m. No supervision and/or access to the building is available until 8:30 a.m. No student should remain after school unless previous arrangements have been made as supervision will not be provided.

TRANSPORTATION PICK UP / DROP OFF

All students are assigned to buses at the beginning of each school year. If for any reason a parent needs to drop off or pick up a child, the parent is requested to park in the main parking lot. No car should be parked at any time in the fire lane.

Any student wishing to ride a different bus must meet the necessary requirements:

1. It must be an extreme verifiable emergency.
2. A note containing date, bus number, full name, phone number, and address where the student is to be delivered must be approved by the main office the morning of that day.

3. If the change is for more than one day, a Change of Bus Stop form must be completed and returned to the office. This form is located online on the Crestwood website under Transportation.
4. Sleep-over's, birthday parties, etc. will not be considered as extreme emergencies.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the Main Office of the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

VACATION/PLANNED ABSENCE

Absences for a family trip, vacation, and extra-curricular activity, non-school sponsored activity, college visitation, etc. are to be considered a Planned Absence. A planned absence notice is to be completed and submitted to the school office 5 days prior to the scheduled absence from school for consideration and approval. Care should be given when planning a vacation during the school year because a student's grades may be adversely affected.

The following criteria apply to all requests for Planned Absences:

- A. Planned absences are not to be requested during those days established for Ohio Achievement Assessments.
- B. It will be the student's responsibility to make arrangements for makeup work and/or tests missed **upon return to school**. One day's makeup time shall be permitted for each day of absence. Teachers will not be expected to tutor individual students.
- C. All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so may result in zero (0) credit for the assignment, quiz, or test.
- D. Absence in excess of ten consecutive school days may require a report be submitted to the Truancy Officer.

VALUABLES/PERSONAL PROPERTY

Students are advised not to bring the following items of personal property to school unless they have permission from a teacher or the principal's office: radios, tape players, computer games, cell phones or other electronic devices. Students should not bring personal items to give away, trade, or sell. To avoid hurt feelings, please mail or give party invitations to others outside of the school day. Cell phones or other electronic devices are not permitted to be out and used during the school hours. If out during these times, they will be given a verbal warning. If the problem continues, staff will confiscate and contact home to pick up the device.

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in or with a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

WITHDRAWALS

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18. All books and materials should be returned and all past school fees should be paid.

RIGHT TO AMEND

The administration of Crestwood Intermediate School reserves the right to amend this handbook for just cause. Parent/Guardian(s) and students will be given prompt notification if changes are made.

CLOSING REMARKS

You will not find every possible situation concerning proper student behavior mentioned in these guidelines. Questions will arise that are not covered here. When that happens, the Principal will give the necessary interpretation of the question.

BOARD OF EDUCATION MEMBERS

Mr. Dan Tillett - Board President

Mrs. Kristen Cavanaugh - Board Vice President

Mrs. Bonnie Lovejoy

Mr. Todd Monroe

Mr. Eric Hummel

CRESTWOOD DISTRICT ADMINISTRATION

Mrs. Aireane Curtis, Superintendent

Mrs. Katie Hoffmeister, Treasurer

Mrs. Sherry Peters, Director of Student Services

CRESTWOOD INTERMEDIATE SCHOOL ADMINISTRATION

Mrs. Hillary Freitag-Geiger, Building Principal