

Crestwood Intermediate School

Striving to Meet the Needs of Every Child, Every Day...

CRESTWOOD INTERMEDIATE SCHOOL
11260 BOWEN ROAD
MANTUA, OHIO 44255
330-357-8203

The staff of Crestwood Intermediate School welcomes you to the Crestwood Local School District!

The district elementary schools are dedicated to providing the best in educational programs for each student.

This handbook has been prepared for you and your parents as a reference for necessary information regarding school policies. Not all information about our schools can be contained in this handbook. If you have any questions you would like to have answered concerning school policy, please contact your child's school during regular school hours which are 8:00 a.m. - 4:00 p.m.

It is our sincere hope that this information will serve to promote a spirit of cooperation.

MISSION STATEMENT

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.

STUDENT'S RESPONSIBILITIES

To attend school and be prepared to learn by being respectful of others, school and self.

PARENT/GUARDIAN(S) RESPONSIBILITIES

To provide educational support to your child(ren) by being familiar with school procedures and being proactive in obtaining information from proper sources.

STAFF'S RESPONSIBILITIES

To follow the best learning environment descriptions by providing well-planned instruction daily, as well as assessments, data, and feedback for students and parent/guardian(s).

ADMINISTRATOR'S RESPONSIBILITIES

To provide leadership and support for students and staff by assisting the staff as they provide instructional programs to meet the needs of all students.

Hillary Freitag-Geiger, Principal
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ATTENDANCE AND ABSENCE

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.**

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.

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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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 to be submitted to the Truancy Officer.

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.

LATE TO SCHOOL

School starts at 9:00 A.M. and ends at 3:25 P.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.

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.

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 the event a check is bounced, the amount of the check plus the bank fee will be added to your child's school fee account

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.

POLICY OF ADMINISTERING MEDICATION TO STUDENTS

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.

CONTROL OF COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

For the purpose of this policy, “casual-contact communicable disease” shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting. Decisions regarding the type of educational setting for children with potentially infectious disease should be based on the behavior, neurological development, and physical condition of the child and the expected type of interaction with others in the school setting. Public health officials, parents, and the attending physician should be consulted to assist in this process.

On the recommendation of the county health authority, a physician, or the school nurse, the principal may exclude a student from the building, or the principal may act independently if neither a physician nor the school nurse is available for consultation.

Students excluded for reason of communicable disease will be readmitted by one or more of the following methods:

1. Certificate of the attending physician attesting to their recovery.
2. Permit for readmission issued by the county health commissioner.
3. After a period of time corresponding to the duration of the communicability of the disease as established by the attending physician and/or the Commissioner of Health
4. Parents must bring their student to school for a head lice re-admittance inspection by the school nurse. Students may NOT ride the bus to or from school until cleared by the school nurse.

Reference: ORC, Sections 3313.68, 3701.81 A.C. 3301-35-03 (D)

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. Adopted 12/5/16 © **Neola 2016**

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 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 is 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. **Assault/Fighting/Violence/Disruptive Behavior:** No student shall contribute to, encourage, or engage in disruptive behavior or violence, including but not limited to, assault or fighting. No student shall intentionally, negligently, recklessly, or carelessly cause physical injury, or behave in such a way that threatens to cause, physical injury, to another.

4. **Damage or Destruction of Property:** No student shall engage in vandalism or otherwise cause or attempt to cause damage to school property, the property of another student, and/or property of school personnel on school premises, on a school vehicle, or at any school activity on or off school grounds. Students may be required to pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action.

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

a. A student shall not steal or attempt to steal school or private property, use or attempt to use school or private property without authority to do so, 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. No student shall engage in cheating, forgery, and/or plagiarism in any format.

6. **Use, Possession, Sale, or Distribution Dangerous Weapons and Instruments – Use, Possession, Sale, or Distribution of a Firearm:** Students shall not possess, handle, transmit, or conceal a firearm 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 includes is any weapon that 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 object that can be or is designed to be projected from a firearm; machine gun. “Firearm” This also includes without limitation zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option, but other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. (See #20). 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. **Use, Possession, Sale, or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary, or Poison or Noxious Gas:** Students shall not use, possess, handle, transmit, or conceal 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 or Noxious Gas:** Students shall not use, possess, handle, transmit, or conceal any explosive, incendiary device, or poison or noxious gas (e.g., pepper spray), including without limitation a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge, a mine or similar device, any incendiary device, or poison or dangerous gas. This definition also includes 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:** Students shall not use, possess, sell, transmit, or distribute, or offer to sell, transmit, or distribute, tobacco or tobacco products (including tobacco vape products or paraphernalia) in any form, tobacco paraphernalia, any tobacco

look-alike products or paraphernalia in any form, or use or possess lighters and/or matches on school property and/or during school activities or functions. This includes smokeless tobacco.

10. **Alcohol:** Students shall not use, possess, sell, transmit, or distribute, or offer to sell, transmit, or distribute, alcohol in any form, or be under the influence of alcohol. "Under the influence" means having a concentration of alcohol in one's breath, blood, or urine in any amount greater than zero.

11. **Drugs Other Than Tobacco or Alcohol; Paraphernalia:** Students shall not use, possess, sell, transmit, or distribute, or offer to sell, transmit, or distribute, any controlled drug or substance, any look-alike to a controlled drug or substance, any drug paraphernalia, or be under the influence of any controlled drug or substance. This rule applies to over-the-counter medication and medication for which the student has a prescription unless the student has obtained authorization from District personnel to possess or use such medication in school.

12. **Vaping:** Students shall not use, possess, sell, transmit, or distribute any vaping device, electronic cigarette, or similar device, or any device, cartridge, or substance designed for use with a vaping device, electronic cigarette, or similar device. [Policy- 5512]

13. *Code not assigned.**

14. **False Alarms/Bomb Threat/Unauthorized Fires:** Students shall not make any threat (verbal, written, or electronic) to bomb or use any substance or device for the purpose of exploding, burning, or causing damage to a school building or school property, or to harm students or staff. Students shall not tamper with any fire alarm or set off any false alarm.

15. *Code not assigned.**

16. *Code not assigned.**

17. *Code not assigned.**

18. **Disobedient/Disruptive Behavior:** Students shall not engage in any of the following:

- 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, or obscenity (including without limitation possess, display, or transmit any pornographic material).
- c. Unauthorized use or unauthorized possession of personal electronic devices and/or personal communication devices 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. Severe Negligence: Negligent behavior that has the potential to harm, cause a hazard, or endanger one self or another.

19. **Hazing, Harassment, Intimidation, or Bullying:** Students shall not engage in any act of hazing (defined in Policy 5516) or threat of hazing; any act of harassment or bullying, or threat thereof (as prohibited by Policy 5517); or any act of harassment, intimidation, bullying, or aggressive behavior, or threat thereof (as defined in Policy 5517.01).

20. **Firearm Look-a-Likes:** Students shall not use, possess, handle, transmit, or conceal any item that resembles a firearm but does not have the explosive characteristics of a firearm, including without limitation any device that uses a spring or air pressure by which to propel an object or substance (e.g., a pellet gun or bb gun), a stun gun, a taser, a cap gun, or a toy gun.

21. **Sexual Harassment, Including Unwelcome Sexual Conduct:** Students shall not engage in sexual harassment, including without limitation unwelcome sexual conduct, advances, requests for sexual favors, or other physical, written, or verbal conduct or communication of a sexual nature, including without limitation harassment on the basis of sex that creates an intimidating, hostile, or offensive education environment. The Board defines discrimination on the basis of sex, including harassment on that basis, to include harassment based on sexual orientation or gender identity (see Policy 2266). [Policy- 5517]

22. Assault/Serious Bodily Injury: A student shall not cause or attempt to cause serious physical injury to another person, or behave in such a manner that creates a risk of serious physical injury to another person. [Policy- 5500]

23. Assault/Bodily Injury: A student shall not cause or attempt to cause physical injury to another person, or behave in such a manner that creates a risk of physical injury to another person. [Policy- 5500]

24. Use, Possession, Sale, or Distribution of an Instrument Capable of Causing Injury: No student shall use, possess, sell, distribute, or transmit any instrument that is capable of causing injury to another, including without limitation an air- or gas-powered gun (whether loaded or unloaded), any knife, razor, club, electric device, metallic knuckles, martial arts weapons, or ammunition. [Policy- 5772]

25. Computer, Network, and Internet Acceptable Use: No student shall use any computer or other electronic device, any computer network, or the Internet in violation of any District computer, network, and internet acceptable use policy (See Board Policy 7540.03 and the applicable student handbook).

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. 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 the 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

<https://drive.google.com/file/d/0B51apYSDTn4HMEIqTnRTdzZKTXl2MIM1YWljM2gxaEZDTU1R/view?usp=sharing>

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) consecutive school days. If at the time an out-of-school suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, any remaining part of the period of the suspension shall not be served in the following school year, but the student may be required to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension, which shall begin during the first full week day of summer break.

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) consecutive school days or for one (1) year as provided in Board Policy 5610. 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 the areas of misconduct which are prohibited.

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.

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 applications are available at www.crestwoodschools.org Please make sure it is for the current school year. Please 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. High School students will not be permitted to purchase any additional meals once the -\$10 limit has been reached. Paper reminders may be sent home at any time. Free & Reduced meal applications are available at www.crestwoodschools.org Please make sure it is for the current school year and allow 10 business days for processing.

Full Pay Students

K-12th grade students will pay for meals at the district's published standard rate each day. A student will be allowed to charge meals after their account balance reaches zero. However, once a student has charged meals he/she will not be allowed to purchase a la carte items. Once the student's account is negative -\$5.00, the cafeteria team will place a phone call to the parent/guardian. Once the student's account is -\$10.00, the building secretary will place a phone call to the parent/guardian. High School students will not be permitted to purchase any additional meals once the -\$10 limit has been reached. 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 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 application each year. The benefits are determined by an income versus household-size chart. Free & Reduced Meal Applications can be found at www.crestwoodschools.org Free & Reduced Meal 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.

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.

LUNCH VISITORS

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

CRESTWOOD LOCAL SCHOOL DISTRICT TRANSPORTATION

Students should not arrive at school prior to 8:40 a.m. No supervision and/or access to the building is available until 8:40 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.

BUS TRANSPORTATION

Students are expected to maintain good conduct on the bus. Any violation of good behavior on the bus, including without limitation any violation of the Student Code of Conduct, 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 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 requirements, including without limitation the Student Code of 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 their 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 of 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 THESE RULES 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.

CRESTWOOD PBIS

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

DRESS CODE

The Student Dress Code is as follows:

All students should dress neatly and in good taste. Any clothing that brings undue attention to the wearer and causes classroom disruption which interferes with the educational process will be judged inappropriate by the school administrator.

Some examples of inappropriate attire are: Boxer shorts, spandex, pajamas, undershirts, tank top shirts without a sleeved shirt, low cut and/or sheer garments, halters, midriffs, and other similar garments: cleats, thong style shoes/flip-flop shoes, clothing with inappropriate pictures or language, the wearing of head coverings/jackets inside the school buildings during school hours except for medical and/or religious reasons, hair color must be natural/no extreme styles. No visible body piercing other than ears. Shorts and skirts must go to mid-thigh. A teacher may prescribe proper dress in any given laboratory. The school will not be responsible for an accident or injury resulting directly or indirectly from clothing and/or footwear. Safety, health, and good taste determine what is appropriate.

EMERGENCY SCHOOL CLOSING

In case of any emergency school closing, Crestwood’s alert system will be activated. Local TV stations are also made aware of the school closings. Please do not call the schools as phone lines MUST BE KEPT OPEN for emergencies.

FIELD TRIPS

Parents acting as chaperones must ride buses with students on field trips unless other accommodations are made with the building principal. Chaperones will be covered by insurance; however, preschool children may not accompany a parent on a field trip. Chaperones are responsible for discipline on the bus and during the field trip.

FIRE AND TORNADO DRILLS

A tornado drill will be announced by a siren. In the event of a drill, the students will move quickly and quietly to the assigned area and remain quiet until instructed to sit down and place their heads between their knees. The teachers will announce the “all-clear”.

A tornado safety area map with room instructions can be found posted in every room. Each safety area is also marked on the wall in the school halls.

When a fire alarm sounds, students should move to the nearest exit and vacate the school building. Students should remain with the class and the teacher in order to take roll calls outside. All will return to the building when the “all clear” bell sounds.

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.

GRADING

Academics:	Behavior:	Fine Arts Grading Scale
Standard Mastered - 90% - 100%	O = Outstanding	O 95%-100%
Standard Advancing - 80% - 89%	S = Satisfactory	S+ 80%- 95%
Standard Developing - 70% - 79%	U = Unsatisfactory	S 70%-80%
Standard Emerging - 60% - 69%		S- 60%-70%
Standard Not Evident - 59% and below		U Below 60%
I - Incomplete		

STAY SAFE SPEAK UP

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

TESTS

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.

TEXTBOOKS AND FEES

All textbooks are furnished by the Crestwood Board of Education. Students must pay for damaged or lost books. Each child shall pay a supply fee which includes workbooks, art materials and possibly a weekly student magazine or newspaper. 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.

TOBACCO/SMOKE FREE SCHOOL GROUNDS

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

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, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to: school grounds, any school-related event, except at designated times and in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

R.C. 2923.12, 3313.20, 3313.47, 3313.751, 3794 et seq.
20 U.S.C. 6081 et seq., 20 U.S.C. 7182
U.S.D.O.E. Memorandum, 1995
A.C. 3701-52

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 there is continuation of problem, staff will confiscate and contact home for pick up of device.

VOLUNTEERS

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

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, 2020.

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.

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

Any type of aggressive behavior which occurs while a student is in 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 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.

BOARD POLICY 5517: SEXUAL HARASSMENT

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, toward a fellow student, staff member, or any other person associated with the district strictly prohibited.

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

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

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 either 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.

BOARD POLICY 2260: NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

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.

BOARD POLICY 2260.01: SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

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.

BOARD POLICY 2460: INDIVIDUALS WITH DISABILITIES

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

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

Parent/Guardian involvement in this procedure is required. More importantly, the school wants the parent/guardian to be an active participant. To inquire about the identification and evaluation procedure or programs, a parent/guardian should contact a guidance counselor. Parent/Guardian(s) who believe their child may have a disability that substantially limits major life activities of their child should also contact the guidance counselor. For information regarding services, activities, programs and facilities that are accessible to and usable by handicapped persons, contact Sherry Peters,

BOARD POLICY 7540.03: STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

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

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

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

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

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

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

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

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

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

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

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

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

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

U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

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.