CRESTVIEW SCHOOL DISTRICT

Student Handbook Grades K - 12 2026-2027

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Vision: Building Minds, Building Futures

Mission: We are Crestview, the HEART of the community, providing safe, innovative, and engaging opportunities to build successful students.

Dear Parents/ Guardian(s):

Welcome to Crestview Local Schools. Our primary goal is to positively develop your students' intellectual, physical, social and emotional needs during their elementary, middle and high school years. This Student Handbook contains useful and pertinent information regarding proper procedures throughout the school year to ensure the safety and success of your student. Please review the Handbook with your child, making note of the Student Code of Conduct and Student Dress Code.

The primary purpose of Crestview instructors and administration is to create an educational environment that will allow our staff to teach and our students to learn. Each day we will encourage all Crestview Rebels to work hard to perform intellectually, ethically, socially, and physically. Our goal is to have each and every one of us to-be accountable for our actions- and to be "Proud to be a Rebel".

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

Crestview Local District Administration

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

CRESTVIEW SCHOOL DISTRICT MISSION

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

ALMA MATER

We'll be true to Crestview High School, Ever and a day
Flags unfurled of black and gold
In a proud array
Alma Mater, Alma Mater, Glorious, grand and true,
We will be forever faithful
Hail, all hail to you.

Bell Schedules		
	CMS / CHS	**CES**
Tardy Bell	7:32 a.m.	7:40 a.m.
Dismissal	2:30 p.m.	2:20 p.m.
2-Hour Delay Schedules		
	CMS / CHS	**CES**
Tardy Bell	9:32 a.m.	9:40 a.m.
Dismissal	2:30 p.m.	2:20 p.m.

STUDENTS WITH DISABILITIES:
Crestview School District operates in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act along with State and Federal mandates.

EMERGENCY CLOSING AND DELAYS:
If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify, radio and television stations along with posting to the school's web page and social media outlets.. Parents and students are responsible for knowing about emergency closings and delays- parents should be signed up for all TEC Messages.

FIRE DRILL:
Specific Procedure to Follow: The importance of a quick, orderly drill cannot be impressed too strongly on the minds of our students. Fire drills ensure safety in case of emergency. They are a serious matter. The following rules should be observed:
1. Always regard the ringing of the fire bell a sign of danger. It may not always mean practice.
2. Walk rapidly from the building. DO NOT RUN.
3. The last person to leave the room should close the door and turn out the light.
4. Students must refrain from talking during the drill. Regulations are posted in each room. Students should familiarize themselves with the directions and exits, and confirm with the teacher.
5. In the event of a drill during class change, students should report immediately to their next class to be dismissed.

TORNADO WARNING INSTRUCTIONS
All Classrooms – Students assemble next to inside wall or in the hallway. Follow the directions of staff in charge of any room or space.
1. Tornado warning will be announced over P.A. system or bell.
2. "All Clear" will be announced over P.A. system.
3. Doors in classrooms are to be open.

LOCKDOWN DRILLS
A lockdown procedure will be practiced annually.

Level II lockdown means all exterior doors are locked, students will shelter in place and teaching stops in the classroom, no one leaves any classroom.
Level I lockdown means all exterior building doors are locked but teaching continues in the classroom, no one leaves any classroom.

VISITORS:
Students are not permitted to have visitors in the school during the class day, including lunch time. All outside visitors must report immediately to the office upon entering the building, sign in and be registered with a valid driver's license, and will be issued a visitors pass if appropriate.

LOCKERS/ CUBBIES
Lockers are the property of the Crestview Board of Education. Students are assigned a locker for use during the school year. Because these lockers are the property of the school district, school officials may from time to time inspect them. Locker checks may or may not be announced to students prior to inspection. The school is not responsible for loss or damage to personal property in the lockers. Students are encouraged to put locks on their lockers DO NOT store valuable items in your locker.

LOCKS/VALUABLES:
Students are encouraged to obtain locks for assigned lockers **(MS & HS only)**. Students are not to bring valuable items to school. The school is not liable for any loss or damage to personal valuables.

ANNOUNCEMENTS:
Announcements will be read at the beginning of each day in each building. If you wish to have something announced, please contact the school office.

OFFICE PROCEDURE:
The school office is a place of business. Students should remember this when in the office or the halls adjoining the office. Loud conversation in the outer office should be avoided. No student is to be behind the office counter without the permission of the building secretary or principal.

FINES – FEES:
All classroom fees/technology, library fines, school issued athletic equipment/uniforms and assessments for damage to school property must be paid or returned prior to granting class credit or issuing transcripts.

COMPUTERS and TEXTBOOKS:
The Board of Education furnishes all computers and textbooks without cost to pupils, for each school year. At the beginning of the school year, the name of the pupil, serial number and condition of the issued computer and textbooks will be recorded and retained by the teacher and the technology department. At the close of the year, all textbooks are returned to the classroom teacher. The student must pay for lost, destroyed or damaged computers and textbooks. Grades and credit will be withheld until the charges are paid. The District provides Internet services to students and staff in the buildings. The District's internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the district's computers, network and internet services/connection are governed by Board of Education guidelines and the Student Code of Conduct.

LOST AND FOUND:
A lost and found department is maintained at each building. All valuables or articles found are to be taken to the office. If you lose an item, we suggest an immediate check in the office. All items will be donated at the end of each 9 weeks.

WIRELESS COMMUNICATION DEVICES:
Wireless communication, district wide, is at the discretion of the building administrator and classroom teacher.

STUDENT HALL PASSES (MS & HS ONLY): SMARTPASS
No student should be in the hallway during class time without a pass from a specific teacher for a specific destination. Passes will not be honored by teachers unless the following steps are followed:
1. One person can sign out of a class at a time.
2. HS + MS students must create a digital pass in SMART PASS to sign out for any reason.
3. No loitering in the halls before school and during changing of classes.

SUBSTITUTE TEACHERS: Substitute teaching is a difficult job. Those persons substituting are performing a service for Crestview Schools. All students are expected to cooperate with substitute teachers and help them in routine classroom and school procedure.

SCHOOL GROUNDS: After arrival to school by bus or car, students are not permitted to leave the school grounds without permission from an administrator.

BEFORE SCHOOL: Students are to enter the building upon arrival to school. Students are not to leave the school grounds or congregate outside the building or in cars.

NURSE'S OFFICE: Students who are ill may go to the nurse's office only when permission is given by the nurse, secretary, or administrator. All injuries must be reported to a teacher or the office. A student who becomes ill should request permission to go to the office. The office will follow protocol and contact parents.

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

PEER TUTORING: Peer tutoring is available upon request through the building principal's office. Students desiring to be peer tutors must have approval from the principal. Tutoring areas will be provided based on available tutors.

BREAKFAST/LUNCH: Breakfast/lunch is offered to all students, before school begins. Students are not permitted in any area of the parking lot, in cars or to leave the premises during lunchtime. Students must report to their assigned area upon entering the building.

1. Students may not bring beverages other than water, in any open container while entering the school building. Only a water bottle, or refillable water bottles are permitted.
2. During lunch hours students are **NOT** permitted to order in or bring in any lunches from outside restaurants (ex: Arby's, McDonalds, Taco Bell, etc.)
3. As a district we discourage the packing of soda and anything high in sugar. Energy drinks are prohibited to be brought into the building for consumption. The district is trying to encourage wellness to our students and staff. We appreciate your support in our wellness program

***Please see specific building expectations for cafeteria lunchroom rules.**

AFTER SCHOOL HOURS: Students are expected to leave the building at the end of the regular school day and are not permitted to remain after hours unless they are part of an extra- curricular or co-curricular activity being held under the supervision of a Crestview staff member. Students must notify the office if staying after school on a daily basis.

CLUBS/ORGANIZATIONS: Please see individual building sections for clubs and organizations.

FAMILY VACATIONS/HUNTING: In the best interest of a student's education, family vacations should be scheduled around the holidays as noted on our school calendar, avoiding testing dates. Students will be excused for vacations (up to 10 days per school year) only in the company of parents or guardians provided prior notice in writing (on the school form) is given to the principal and the vacation has been approved**.** Please note that these forms are only needed if the request is **more** than three or more consecutive school days. **If prior approval is not made it will be counted as an unexcused absence.** Students are required to make arrangements for all missed class work prior to leaving for vacation.

SCHOOL COUNSELING PROGRAM: Please contact your building counselor for any counseling needs, questions or concerns.

EMERGENCY MEDICAL AUTHORIZATION: A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity including field trips, athletic, extra and co-curricular activities. The form is provided at the time of enrollment and must be renewed online at the beginning of each school year.

STUDENT TESTING: Students will be tested or screened in a variety of subject areas including cognitive and basic skills. These tests will include but not be limited to the following schedule:

1st – 8th Grade	Gifted Screener Testing
3rd – 10th Grade	State of Ohio testing
11th Grade	Armed Services Vocational Aptitude Battery (ASVAB) and ACT testing

SEE DISTRICT CALENDAR FOR SPECIFIC GRADES AND DATES OF TESTING

STUDENT SCHEDULE CHANGES: Student schedule changes will be made by the School Counselor within the first week of school for academic purposes only.

GRADUATION REQUIREMENTS MUST INCLUDE:

--English: 4 credits
--Social Studies: 3 credits
  A. American History (1)
  B. American Government (1)
  C. World History (1) [Option AP World History (1)]
--Science: 3 credits
  A. Physical Science (1)
  B. Biology (1)
  C. Elective (1)
--Mathematics: 4 credits
  A. Algebra 1 (1)
  B. Geometry (1)
  C. Algebra 2 (1)
  D. Elective (1)
--Physical Education: ½ credit
--Personal Finance ½ credit
--Health ½ credit
--7 additional credits

Crestview graduation requirements include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
22 credits Total

GRADING SYSTEM: REQUIREMENTS FOR PASSING:
In order to receive credit for a two-semester class, the student must meet the following criteria:

a. Complete all of the established requirements of the course. Incompletes remain on the student's record if the criteria are not met. There is no credit for an incomplete.
b. Final grade will be the percentage average of the four nine weeks and pass all class requirements.
c. Must earn a minimum of 60% total cumulative average and attain a passing grade in at least one 9 weeks grading period during the 2nd semester.
d. CCP and AP Courses may use alternate grading scale aligned with university expectations.

GRADING SCALE:
The following scale is used to determine letter grades:

A	90 – 100	4 points
B	80 - 89	3 points
C	70 – 79	2 points
D	60 – 69	1 point
F	0 – 59	0 points

When grades are being averaged, and the point value comes out to .5 or higher, the teacher will always average to the higher whole number.

Ex.: 75.50 = 76%, 75.49 = 75%

SEMESTER GRADES:
Semester grades are determined by averaging the two 9 weeks grades.

YEARLY AVERAGE: Yearly average is determined by averaging the 4 nine weeks grades and passing all class requirements.

- For the purpose of semester and yearly averages, the following scale is used to determine grades:

4.0 – 3.50	A
3.49 – 2.50	B
2.49 – 1.50	C
1.49 - .50	D
0.49 – 0	F

CLASS ASSIGNMENT: Class assignment is determined by the number of credits passed:
A student must have passed 5 credits to be a Sophomore
A student must have passed 11 credits to be a Junior
A student must have passed 16 credits to be a Senior

POINT AVERAGES: Point averages and class ranks are computed three times: at the end of the junior year, after seven semesters, and a final average when all senior work is completed. The yearly grade for all subjects taken by a student during high school is used to determine the final point average and class rank. A=4, B=3, C=2, D=1, F=0
The total points earned divided by credits equals point average.
An example is as follows:

4 credits of A = 16 points	
8 credits of B = 24 points	53 points/20 credits
6 credits of C = 12 points	equals 2.65 GPA
1 credit of D = 1 point	
1 credit of F = 0 points	

No student can earn above a 4.0 average

HONORS PROGRAM - NATIONAL HONOR SOCIETY:
I. Students are chosen to become members in the spring
II. To be eligible a student must:
  a. be a junior or senior
  b. have a GPA of 3.2 as a junior or senior

Eligible students make applications to be considered for membership. A faculty council meets to review each candidate's application and rate on: character, service, and leadership. No one will be chosen on grade point average alone. Students interested in becoming a member are encouraged to be involved in many activities and services, in and out of school, during their freshman and sophomore years.

DIPLOMA WITH HONORS: Please see the Crestview Pathway to Valedictorian requirements outlined in the Crestview High School Curriculum Handbook.

SENIOR HONOR STUDENTS: Please see the Crestview Pathway to Valedictorian requirements outlined in the Crestview High School Curriculum Handbook.

VALEDICTORIAN/SALUTATORIAN: Please see the Crestview Pathway to Valedictorian requirements outlined in the Crestview High School Curriculum Handbook.

EDUCATIONAL OPTIONS: Crestview High School provides alternative means by which a student can achieve the goals of the District, as well as his/her personal goals. Please contact the school counselor.

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

REPORT CARDS: Report cards will be available online at the end of the school day on the Friday following the close of the grading periods. Printed report cards will be sent home with all elementary students at the end of each 9 week period and will be sent home with middle school students at the end of each semester.

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

COMMUNITY SERVICE INFORMATION: Community service is an important part of the education process at Crestview School District. Students who volunteer their time to help another person, organization or their community will benefit in many ways. The experience of giving back, making a difference and being a part of a positive change are valuable life lessons. It is an expectation that all students participate in community service activities during their high school career. These community service hours should be recorded and turned in to the high school office at the end of each school year. Community service can include completing work that others cannot do for themselves, service for non-profit organizations, volunteer work where the student is not paid a wage.
Parents, guardians and the school administration must approve the activity. Students should work toward a goal of 25 community service hours each year of high school.
<u>Community service requirements to receive an honor cord to be worn at graduation:</u>

Current graduating class: Document 100 hours of community service over 4 years of high school. Document a minimum of 25 hours/year to earn .25 credit/year times 4 years to equal one elective credit on transcripts.

<u>Community Service Parameters</u>:

- Majority of community service must occur outside of school hours. Community service that is allowable during school hours cannot occur on a daily basis. Examples that are acceptable include volunteering of time such as Big Brothers/Big Sisters or peer tutoring.
- Non-profit organizations are allowable.
- A minimum of 50% of community service must be for community organizations.
- Hours must be unpaid.
- Community service through the court system is not allowable.
- Service for non-family members is allowable.
- Service for neighbors is allowable.

- Service for family members will be allowable if it involves completing work that others cannot do for themselves. Regular home chores or work for a parent is not acceptable.
- Community service activities must be approved by the student's parents and are subject to Community Service Committee review.
- Service activities and hours must be recorded on Community Service forms and must be submitted to your English teachers at the end of each school year.

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. Students must NOT be in habitual truant status, have all school, and lunch fees paid in full in order to participate.No 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.

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

INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES ELIGIBILITY:

Crestview School District is a member of the Mahoning Valley Athletic Conference (MVAC) and the Ohio High School Athletic Association. Interscholastic programs are offered in baseball, basketball, bowling, cross country, football, golf, soccer, softball, swimming, track, volleyball and wrestling for all students.

Eligibility is governed by the OHSAA and the Crestview Local Board of Education.

a. The student conduct code as adopted by the Crestview Local Board of Education will be the basis of operation for all athletic, cheerleading, flag line and majorette teams.

b. All head coaches and advisors have the right, with prior administrative approval, to make rules and regulations beyond these stated in the student code. Students who violate this student conduct code or the rules and regulations established by the coach or advisor can be denied the right to participate in that activity.

c. In order to be eligible, a student must pass five (5) credits in the previous nine weeks grading period per OHSAA regulation.

d. A student must earn the minimum 1.5 grade point average (GPA) at the end of the nine weeks.

f. Students must be in attendance for a minimum of (6) class periods during the day of an athletic contest or athletic practice in order to participate unless given prior permission by the principal or athletic director.

g. must follow all regulations outlined in the athletic handbook

The student must continue to earn the minimum academic credits as per the O.H.S.A.A. during grade checks at intervals of every two (2) weeks throughout participation in the interscholastic extra-curricular activity beginning October 1, 1998. If a student is not passing the minimum academic credits; a single probationary period will be allotted of one (1) week to afford the student the opportunity to improve his/her grade(s) before ineligibility will be enacted. If a student is deemed ineligible after the probation period the student will not participate for one (1) week.

SPORTSMANSHIP: Extracurricular activities are very valuable in education process, but it's only when we play the game and support the teams with worthy intentions that we achieve these values. Participants and responsible fans alike are expected to demonstrate a high level of sportsmanship. We expect all that are part of these games to conduct themselves in a manner that sets a good example for others. Our cheerleaders will lead the student cheering section using positive cheers. Negative cheers, jeers, taunts and boos are unacceptable.

Our fans are expected to stay off the floor

a) avoid inappropriate language
b) refrain from throwing objects onto the floor or in the stands
c) avoid bringing signs, noise makers or confetti into the game
d) refrain from verbally or physically attacking coaches, players, officials, or opposing fans.
e) Stay in assigned areas
f) Follow the school dress code/acceptable dress
g) Cheer for their <u>own</u> team under the direction of the cheerleaders

5530.03 - **STUDENT DRUG TESTING – updated Dec 2021**

PHILOSOPHY

Crestview Local Schools provides a variety of extracurricular activities that complement the educational and athletic development of each student. The privilege of participation carries the responsibility of adherence to the Extracurricular Code of Conduct and Drug Testing Policy. The Crestview Local Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by Crestview students. The Crestview Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the Crestview mission statement and the Crestview Board of Education and our community's strong commitment to establish a truly drug and alcohol free school program. Because of the pervasive nature of drug use in our local schools, Crestview has selected student athletes, students who participate in extra-curricular activities, student drivers, and students who, along with consent from their parents, volunteer to be tested for inclusion in the testing pool. This policy applies to all athletes, volunteers, and extracurricular activities from grades 7-12.

PURPOSE OF THIS POLICY SHALL BE:

A. To provide a healthy and safe environment to students participating in the athletic and extracurricular program.

B. To discourage all students from using drugs and alcohol.

Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.

C. To provide students with the opportunity to become leaders in the student body for a drug free school.

D. To provide solutions for the student who does use drugs and alcohol.

E. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.

F. To encourage those students who participate in athletic and extra- curricular programs to remain drug free and alcohol free.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive.

Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed.

Although students risk the loss of continued participation in extra-curricular activities, no student shall be suspended or expelled from

school as a result of any certified "positive" test conducted by Crestview under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

Any student in grades seven (7) through twelve (12) and his/her parent(s) or legal guardian(s) must first sign a drug testing registration consent form in order to be eligible to participate in any one (1) or combination of the following:

A. Drive a motorized vehicle to school

B. Athletics

C. Extra-Curricular activities other than athletics

The Crestview Board of Education also provide an **"Opt-In"** program for students not currently involved with extracurricular activities. This program allows students and parents to participate in the random student drug testing program with no punitive action. Results are 100% confidential and reporting goes directly to the parents.

DEFINITIONS

A. STUDENT ATHLETE - Any person participating in the Crestview Local School District athletic program and/or contests under the control and jurisdiction of the Crestview Schools and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders and members of the Spirit Clubs.

B. EXTRA-CURRICULAR - Any activity of a competitive nature that does not involve a grade.

C. ATHLETIC SEASON - In season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and will continue until the completion of the awards program for that sport for the Crestview Schools. There are three (3) athletic seasons: Fall, Winter, Spring.

D. RANDOM SELECTION - A system of selecting athletes for drug and alcohol testing in which each athlete shall have a fair and equitable chance of being selected each time selections are required.

E. ILLEGAL/ILLICIT DRUGS - Any substance included in U.S.C. 802(6) which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other that for medical purposes in accordance with the directions for use provided for in the prescription by the manufacturer. We may also test for Nicotine and Steroids.

F. ALCOHOL - Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio R.C. Section 4301.01. The term "alcoholic beverage" includes any liquid or substance, such as "near beer" which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is (a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or (b) an over-the-counter medicine.

TYPES OF TESTING

A. TEAM TESTING - At the beginning of each season, all eligible students will submit to urine drug and alcohol testing. This testing will be completed within the first two (2) weeks of the season on a specified date and time. The collection process will take place on school property or at the Board of Education approved testing facility. The Head Coach is responsible for ensuring that all student athletes and their parent/guardian/custodian properly sign the **Informed Consent Agreement** prior to testing. Any student moving into the District shall be tested prior to the time s/he joins the team.

B. RANDOM TESTING - In session random testing shall be done throughout the season. Up to twenty percent (20%) of all eligible students may be tested per random selection. A student may be tested more than once per season. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of the results and a certified Medical Review Officer will determine the results.

1. Random Selection of Student Athletes - The Athletic Director under the principal's supervision will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible student athletes.

2. Scheduling of Random Testing - Random testing will be unannounced. The day and the date will be selected by the Athletic Director and confirmed with the building principal. Random testing may be done weekly.

DRUGS FOR WHICH ATHLETES MAY BE TESTED

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propzyphene (Darvon), or any substance included in U.S.C. 802 (6) which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. Nicotine will be tested also but treated under the smoking policy.

COLLECTION PROCESS (Urine Screens)

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

A. All students must have a picture ID or be identified by the Athletic Director or Principal. No exceptions will be allowed.

B. Drug testing area must be secured during the testing.

C. Only lab technicians, designated school administrator and students will be witness to the test.

D. Privacy will be kept for all students.

E. The Athletic Director is responsible for ensuring that all of the forms are completed and signed by both student and parent/guardian/custodian. No student is to enter the collection site until forms are completed.

F. When students arrive and cannot give a sample, they will need to start drinking water, pop, or juice. After thirty-six (36) oz. the human body will need to urinate.

G. No bags, backpacks, purses, cups, containers, or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves, or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

H. Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.

I. Students will be asked to hold out their hands and a sanitizer will be put on their hands or they will be instructed to wash their hands with water. The bathroom personnel will add a dye to the toilet.

J. Students will be asked to urinate directly in to the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.

K. Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.) We will treat adulterations and diluted samples as first time offenses. They are not called positive but will have the same consequences. A retest will be required within twenty-four (24) hours.

L. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.

M. The sample must be taken in one attempt and be at least thirty (30) ml in size. The student must hand the cup to the lab technician.

N. Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.

O. With the student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

P. This collection procedure is subject to change because of procedural requirements by the testing agency. The Crestview School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

Any student who tests positive will have to be tested weekly for the term of a five (5) week program with drug counseling at the expense of the student and/or the parent. Testing will be done by the Board approved drug testing agency.

RESULTS OF A POSITIVE TEST

Any positive urine drug test results will be made known to the building principal, who in turn will notify the parents/guardians/custodians of the student.

IF A POSITIVE TEST OCCURS FOR STUDENT ATHLETES:

A. **The First Violation -** For the first positive result the student athlete will be given the option of:

1. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for a chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Director with documentation that the athlete completed all recommendations of the counselor. The athlete will be denied participation in ten percent (10%) of the season**.** The parent/guardian/custodian and student will meet with the Athletic Director, the coach, and the building principal to determine reinstatement. The student may be required at parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current athletic season.

2. Denial of participation in interscholastic athletics for the remainder of the current season and for that year.

B. **The Second Violation -** The student is denied participation in twenty-five percent (25%) of the remainder of the current season, and needs to provide documentation for continued attendance at a certified chemical dependency counselor.

C. **The Third Violation -** The student is permanently denied participation in athletics in Crestview Schools. The student is denied participation in athletics in Crestview Schools for one calendar year from the date of positive testing, and are required to provide documentation for continued attendance at a certified chemical dependency counselor. Students may earn their way back to play. However, with treatment, weekly and a commitment to bi weekly tests for the remainder of the year, and by performing twenty-five (25) hours of community service the student can earn back some time. If he or she remains drug free, he or she may return to play with treatment, testing, missing fifty percent (50%) and community service.

IF A POSITIVE TEST OCCURS FOR STUDENT DRIVERS:

A. **The First Violation -** For the first positive result the student will be given the option of:

1. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for a chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Director with documentation that the athlete completed all recommendations of the counselor. The student will be denied driving privileges for three (3) months.

2. Denial of driving privileges for the remainder of the year.

B. **The Second Violation -** The student is denied driving privileges for one (1) calendar year from the date of the notification of the violation.

C. **The Third Violation -** The student is permanently denied driving privileges to Crestview Schools.

VIOLATIONS ARE ACCUMULATIVE

Violations are accumulative throughout the students secondary (9-12) school career.

SELF REFERRALS

An athlete may give a once a year self referral, which may be done only twice in four (4) years. Self-referral can only happen before a test is done. Counseling and additional testing are required and no punitive action is taken, if the referral occurs before the first violation. If the self referral occurs after the first violation the student will suffer the next level of punitive action in addition to counseling and additional testing.

ADULT STUDENTS*:* Crestview School District recognizes the rights of adult students (ages 18-22) according to ORC 3109.01. Adult students will be informed of their rights and responsibilities on their 18th birthday.

EIGHTEEN YEAR OLD STATUS: In compliance with the Ohio Revised Code, Section 3109.01, the Crestview School District has established the following regulations for the adult students (18-22):

1. Students who reside in our district and are 18 to 22 years of age are not required to pay tuition, and they are also not required to attend school. Any student who becomes 22 must pay the tuition rate established by the Board of Education.
2. Students between 18 and 22 have the right to a free public education and may attend Crestview School District if they reside in the district. These students must adhere to all rules and regulations as established by the school regarding attendance, conduct, and classroom work.
3. It is assumed that returning students are coming to school to pursue an education. Therefore, they are expected to have regular attendance, good behavior, and do passing work in all of their classes.
4. The school will not tolerate loitering in the halls, in the restrooms, on the grounds or refusal to follow directions of school personnel.
5. Failure to follow any of these guidelines may result in expulsion.
6. All eighteen-year-old students will be asked to sign a contract with the principal.

ABSENCE AND TARDINESS: Ohio School Law lists illness and death in the family as legal excuses for being absent from school. The school may require doctor's certification for extended personal illness of more than 3 days. Unusual reasons for absence such as family trips, college visitations, etc. should be cleared in advance with the principal.
According to Ohio State Law, "**NEEDED AT HOME**" is not an excusable absence unless the set of circumstances deems it to be judged as a sufficient cause by school authorities.

COLLEGE VISITATION: Seniors/Juniors will be permitted three days only for college visitation. These 3 days will not be counted against their days absent. The senior/junior must have made arrangements through the guidance counselor prior to the day of the college visitation and have a written permission slip from their parents. Seniors/Juniors must bring a note signed by a representative of the college or it will be counted as an unexcused absence.

ATTENDANCE CHECKS: Attendance is checked first period and at the beginning of each class period.

1. Students not in 1st period are recorded absent. Students who arrive after the tardy bell are recorded tardy.
2. A bell rings at the beginning and close of each period. Students are expected to be in the room in their seats and ready for work when the bell rings. Students will remain in the room until the dismissal bell rings. This applies to study hall, gym, chorus, and band as well as classroom subjects.

EXCUSES FOR ABSENCES: Students are required to present a written excuse to the office within 2 days of returning to school. This excuse is to be dated and signed by your parent or guardian and state your reason for being absent and the number of days missed. If excuses are **NOT** turned in to the office within **TWO DAYS OF RETURNING** school absence will be **unexcused**. *After 10 written parent excuses (including School Pass Emails), a medical note must be provided for an absence to be excused.

The Crestview Local School District's Board Policy states the reasons for excused absences are as follows:

1. Personal Illness
2. Health care appointment
3. Illness in the family necessitating the presence of the child
4. Quarantine of the home
5. Death in the family
6. Necessary work at home due to the incapacity of parent(s)
7. Observation of a religious holiday
8. Out of state travel
9. Good cause acceptable by the Superintendent
10. Pregnancy
11. College visitation
12. Absences due to foster change or court proceedings
13. Homelessness

***If a student is absent for any other reason, or no excuse is given, the student will be unexcused for those hours.**

EXCUSES FOR EARLY DISMISSAL: Students are required to present a written note to the office the morning they are to be dismissed early. Students who do not have written early dismissal notes are not to leave the building without notifying the administrator or secretary. Students need to bring back to school a written note (signed by parent/guardian) or a doctor's excused (signed by the physician) when returning to school or absence will be **unexcused**. No student will be released to a person other than a custodial parent or guardian without a written permission note signed by the custodial parent or guardian. The adult must sign out the student in the office.

UNEXCUSED ABSENCE TARDINESS/TRUANCY: The district will be following tenants of Ohio HB 410. Specifics will be available online as they are released for students whose absence is ruled unexcused or truant.

CLASSROOM MAKE-UP WORK: School work missed during an excused absence may be made up and credit given. Time allowed for make-up work will be days absent plus one day. Student assignments can be found on the teacher's Google classroom. Teachers may require assignments be due on a specific date and time if the student has been notified in advance.

PROCEDURES: *THE FOLLOWING PROCEDURES WILL ELIMINATE QUESTIONS, CONFUSION, AND PROBLEMS:*

1. WHAT TO DO WHEN:

A. You are absent:

1. Call the Education Connection at 482-5618 or your child's building to report your child's absence.
2. You may also use the School Pass App to report your child off school.
3. When you are absent, your name will appear on the daily absence list to notify teachers of your absence from their classes
4. Upon your return, present a written excuse TO THE OFFICE, dated and signed by your parent or guardian, stating your reason for being absent. The number of days missed must be specified on the excuse. This excuse is to be submitted prior to FIRST PERIOD on the day you return to school. Notes **MUST** be received within 48 hours of your child returning to school in order for the absence to be marked excused.

B. You are tardy:

1. Present your written excuse for tardiness to the office as soon as you arrive at school.
2. Sign in electronically in the school office upon arrival.

C. Early Dismissal:

1. Bring a dated written request from your parent or guardian to the office before the morning announcements.
2. Sign out electronically in the school office prior to leaving.

D. Sick at School:

1. Inform the classroom teacher of illness
2. Report immediately to the school office where you will be given further instructions.
3. DO NOT LEAVE THE BUILDING OR CONTACT PARENTS without permission from the administrator, school nurse or secretary.

TARDY TO SCHOOL/CLASS: Students arriving tardy to school are to report to the office to sign in electronically.

Students arriving after 7:32 a.m. (All Buildings), will be marked as tardy or late, depending on the time of arrival. Students arriving to school on late buses will not be marked tardy.

Since schools provide transportation, if a student elects to drive, he/she must follow the Student Code of Conduct related to driving as outlined in this Student Handbook.

LEAVING SCHOOL: When a student attends Crestview School District during the regular school day, the school administration takes the responsibility for the health and safety of that student. If a student becomes sick during the school day, the student must report to the office. Parents will be called.

If you have an early dismissal for a doctor's or dentist's appointment, you must bring the note to the school office before first period. Your name will appear on the early dismissal list. Before leaving you must sign out electronically in the school office. No student is to leave school for any reason without permission of an administrator. If you leave school without permission you are considered truant and discipline will be issued to students.

SKIP DAYS: Because our school district administration does not condone truancy, there is no such thing as a SKIP DAY. All students are expected to be in school every day until the last day set by the Crestview Board of Education. Organizing and participating in a SKIP DAY will be grounds for an automatic ten (10) day suspension, and individuals will not be eligible to participate in Senior Awards Assembly, Graduation or applicable events.

TRUANCY, UNEXCUSED TARDINESS, AND UNEXCUSED ABSENCES: Truancy is declared when a student is absent from school or any portion thereof without both school authorization and parent consent. Excuses from school must meet the State and Board of Education conditions as outlined under "Absences" in the student handbook and the Ohio Revised Code.

ANY ABSENCE FOR WHICH A STUDENT FAILS TO PRESENT AN EXCUSE WILL BE COUNTED AS UNEXCUSED. (ORC Section 3321.04) All false excuses are considered to be unexcused, as are all known truancies.

The district will be following tenants of Ohio HB 410.

MEDICATIONS: By Ohio law and district policy, NO medications (prescription, over the counter and/or herbal) are to be administered by school personnel WITHOUT PROPER AUTHORIZATION. Proper authorization includes a written doctor, Physician's Assistant, or Nurse Practitioner's order. Whenever possible, students are encouraged to not take any medication(s) at school unless absolutely necessary. If a student needs to take medicine at school during the school day, the parent/guardian should contact the School Nurse or building office to obtain the "Administration of Medication" form. Students are legally only allowed to self-carry asthma inhalers and EpiPens with the proper documentation. All other medications must remain in the clinic. A new medication order must be submitted **each** school year. Parent/guardian and medical prescriber's signature is required before medication will be administered to a student. The medication must be in its original container and the dose on the prescription label must match the licensed prescriber's order. Medications will not be administered at school if there are any unanswered questions or incomplete documentation. Students may only bring emergency medications (asthma inhaler, insulin, EpiPen, and Diastat) to school. All OTHER MEDICATIONS MUST BE BROUGHT TO SCHOOL BY AN ADULT. Unauthorized medications brought to school by a student will be confiscated and will need to be picked up by an authorized adult. Any student carrying medication in school other than a legally prescribed asthma inhaler or EpiPen will have the medication confiscated. The parent/guardian will be contacted and the student may be subject to disciplinary action**.**

SCHOOL DANCES AND ACTIVITIES:

1. School advisors have complete authority and total responsibility over all individuals attending the activity. This includes the building, grounds, and parking area.
2. Appropriate school attire will be worn.
3. Once entering the building, a student must remain in the building. Upon leaving the building, a student may not return and must leave the school property.
4. Displays of affection will not be permitted at the activity, in the halls, or on school property.
5. Any student or adult having consumed or having possession of any alcoholic beverages will not be admitted, and will be turned over to the local law enforcement officer present.
6. Smoking is not permitted on school property.
7. Students must stay in the immediate area of the facility opened for the dance or activity. They must not enter other areas of the building.
8. Unless otherwise stated, school dances and other school activities are for current students or recent graduates of Crestview or a local high school only. Middle school students are not permitted to attend high school dances.
9. Violation of the above regulations will mean removal from the activity. Suspension or expulsion may result depending on the severity of the offense.

10. Students must attend school a minimum of 6 periods on the day of or day prior to the dance and or activity.

STUDENT CODE OF CONDUCT: House Bill 421 requires every Board of Education to adopt a student code on or before September 1, 1976, covering suspension, expulsion, and removal and the types of misconduct for which a student may be suspended, expelled, removed or administered corporal punishment. A copy of the code must be posted in a central location and made available to students upon request. No pupil may be suspended, expelled, or removed except in accordance with this code.

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

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

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

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

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

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

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

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

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

Students who received external suspensions are expected to make up their school work and receive full credit.. School work is due upon return to school and students must be prepared to resume class expectations upon return.

STUDENT RIGHTS AND RESPONSIBILITIES: Students attend Crestview Local School District under the direction of Ohio State law and with full benefits of constitutional protection for their rights as citizens. Students therefore can act, speak or behave as young citizens within a large scope of options. This code of conduct, in conformity with O.R.C. 3313.661, specifies this school's expectation. Students have a right to expect reasonable behavior from other students.

VIOLATION OF THE STUDENT CONDUCT CODE: A violation of any of the following rules while on the school grounds or at any school activity off school grounds will result in disciplinary action, including detention, suspension, expulsion, and the denial to participate in extracurricular activities.

DETENTION: Detention periods will be assigned as a penalty for truancy, tardiness, discipline problems, or violation of the Student Conduct Code. A student will be referred for detention by school personnel. Detentions will be held in a classroom with a staff member based on each building's calendar. Parents will be notified of a pending detention to arrange for transportation of the student. If a student is absent from school the day of an assigned detention, the detention will be made up on the next scheduled detention day. If the student has an unexcused absence from the assigned detention he/she will be assigned an alternate discipline. Students assigned to detention are expected to bring assignments to work on during this time. Students who repeatedly receive detention will be subject to suspension.

SEARCH AND SEIZURE: Administrators may search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks,

containers or computers. School authorities may conduct random searches of lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

PBIS

Crestview Local Schools is committed to reinforcing the positive behaviors students exhibit. At each building, there will be a committee to implement rewards & acknowledgement for students who are showing appropriate behaviors during the school day.

RULES:

1. **DISRUPTION OF SCHOOL:** A student shall not use violence, force, coercion or threats to cause material disruption or obstruction to the normal school day, including all curricular and extracurricular activities. Students shall not advocate or encourage others to cause disruption of the educational program or to violate school rules. The following list is not intended to be exhaustive but rather to give examples of various types of violations of this rule—they include, no pagers, bomb threats, the setting off of fire alarms, strikes, walkouts, the use of smoke or stink bombs, fireworks, the impeding of free traffic to or within the school, no cell phone usage, no personal listening devices, no headphones etc.
   DISCIPLINARY ACTION: May range from detention to expulsion depending on the severity of the disruption.

2. **INSUBORDINATION:** FAILURE TO COMPLY WITH REASONABLE REQUESTS OR DIRECTIONS: A student shall not fail to comply with reasonable directions of teachers, student teachers, substitute teachers, teacher's aides, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violations of any minor rule, directive, or discipline procedure shall also constitute insubordination.
   DISCIPLINARY ACTION: May range from detention to expulsion depending on the severity of the disruption.

3. **TRUANCY AND UNEXCUSED TARDINESS:** A student shall not be truant, tardy or absent (unexcused) as explained in the student handbook under this subject.
   DISCIPLINARY ACTION: 5 tardies in a 9 week period will result in a detention. Other discipline may range from additional detentions to expulsion to open enrollment denial.

4. **FIGHTING/ASSAULT (PHYSICAL, GANG RELATED AND/OR VERBAL MENACING):** A student shall not act or behave in such a way as could cause or threaten to cause physical injury to another person.
   DISCIPLINARY ACTION: May range from suspension to expulsion depending on the severity of the offense. Assault will result in recommendation for expulsion.

5. **PROPER USE OF COMPUTER TECHNOLOGY AND NETWORKS:** A student shall not engage in use of the school issued computer or internet access in violation of the student and parent signed:
   * Computer Network and Internet Acceptable Use Policy and Agreement
   *The Crestview Digital Connections Contract

   The use of the computer and internet must be for school appropriate purposes only.

   DISCIPLINARY ACTION: May result in removal of the school computer, detention, expulsion or report to authorities depending on the severity of the offense.

CELL PHONES: Beginning January 1, 2026, in compliance with Ohio House Bill 250, Crestview students will not be permitted to use their cell phones during the instructional day. According to ODEW, an instructional day is any period of time in which a student is expected to be in attendance and includes not only formal instruction time but also supervised activities, such as transitioning between classes, recess, meal periods, and field trips. (**Bell to Bell**) Since Crestview Local School District is a one-to-one initiative for all grades K-12, it is unnecessary for a student to need a cell phone for technology use in the classroom. Students should not have a cell phone on them during class, as this leads to loss of instructional time by distraction, and displaces attention meant for learning. Students can leave their phones silenced or off in a locked locker, or phone pockets (grades 9-12) will be in each classroom for students to place their phones in a pocket, silenced or off, and retrieve at the end of class. Students who don't place their phones in a locker or the classroom pockets, and are caught during school hours with their phones will have their phone taken to the office and the student can pick it up at the end of the day for the first offense. Each offense after the first, will require a parent to come into the office during regular school hours to retrieve the phone. Disciplinary action will be taken on a case by case review.

6. **FRIGHTENING, DEGRADING OR DISGRACEFUL ACTS:** A student shall not engage in or take part in any act, which frightens, degrades, or disgraces another person by written, verbal, physical, or gestural means.
   DISCIPLINARY ACTION: May range from detention to expulsion depending on the severity of the offense.

7. **DANGEROUS WEAPON AND INSTRUMENTS:** A student shall not possess, handle, have knowledge of, transmit or conceal any objects, which might be considered a weapon or violence capable of harming another person. THIS INCLUDES ANY EXPLODING DEVICE, ANY TYPE OF CHAINS, OR LOOK-ALIKE WEAPONS.
   DISCIPLINARY ACTION: Will result in suspension or expulsion depending on the severity of the offense.

8. **DAMAGE OF PROPERTY:** A student shall not cause or attempt to cause damage to school property or private property on school premises or under school control or during a school activity, function or event on the school grounds. Pupils should take care of all school property. Desks should be kept free from pencil marks and scratches. Students involved in damage to school property, through arson or any means, will be held responsible for the cost and/or labor necessary to repair the damage. Disciplinary action will be taken against all offenders. The following list is not intended to be exhaustive but rather to give examples of various types of damage covered by this code: trees, landscaping, fences, athletic facilities, desks, computers, books, lighting fixtures, heating fixtures, instructional materials, school buses, etc.
   DISCIPLINARY ACTION: May range from detention to expulsion depending on the severity of the offense.

9. **THEFT/TRESPASSING:** A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of any other person, on

school property, or at any school sponsored activity. Students shall not be present in any Board-owned facility when it is closed to the public or when the student does not have authorization to be there ex suspension, expulsion from school.
DISCIPLINARY ACTION: May range from detention to expulsion depending on the theft. Students will be expected to make restitution for the stolen items.

10. **OBJECTIONABLE MATERIALS**: A student shall not possess, use, sell, buy, transmit, or secrete any of the following:
    a. Materials which appeal predominantly to base or other prurient sexual interest, which are offensive to prevailing standards in the community and which are without redeeming social value.
    b. Materials which contain language potently offensive to prevailing community standards.
    c. Materials which are libelous or slanderous of any person or institution or which are intended to hold any person, race, ethnic group, or religion as such up to scorn, ridicule, or contempt.
    d. Materials that pose clear and present danger to health or safety of the student or any other person.

    DISCIPLINARY ACTION: May range from detention to expulsion depending on the severity of the offense.

11. **PROFANITY AND/OR OBSCENE LANGUAGE:** A student shall not use profanity or obscene language in the normal school situation and/or during extra-curricular activities. This includes written, verbal, gestures, signs, pictures, or publications.
    DISCIPLINARY ACTION: May range from detention to expulsion depending on the severity of the offense.

12. **TOBACCO/VAPE PENS:** A student shall not use or have in possession any form of tobacco in the school building or on the school grounds. This includes e-cigarettes, vape pens, etc. and any and all tobacco related products.
    DISCIPLINARY ACTION: Student possession, association or use of all tobacco related products within school building, or on school property, or on school buses is prohibited. Violation of this rule will result in disciplinary action including detention, suspension up to expulsion, as set forth in Crestview BOE Policy 5512 revised 3/14/2019.

13. **ILLEGAL DRUGS, ALCOHOLIC BEVERAGES:** A student shall not possess, use, transmit, conceal or be under the influence of illegal drugs or alcoholic beverages while in the school building, or on the school grounds, or while participating in or attending a school activity on or away from the school grounds.
    DISCIPLINARY ACTION:

        a. The penalty for the first violation of this policy shall be an immediate school suspension of five to ten days, with possible expulsion and an evaluation at their expense by a trained chemical dependency counselor and a referral to the Columbiana County Sheriff Department and Drug Task Force.
        b. The contracted agency or office will notify the principal that the client has made contact and is willing to comply with the appropriate treatment process.
        c. A second offense results in a ten day suspension with a recommendation to the superintendent that the student be expelled from Crestview High School.
        d. The selling of an illegal substance will result in a ten day suspension with a recommendation to the superintendent that the student be expelled from Crestview School District.

COUNTERFEIT DRUGS AND RELATED TOOLS OR "LOOK-ALIKE" DRUGS: Two categories of drug products contribute to the look-alike drug problem: true look-alike and over-the-counter (OTC) stimulants and depressants.

True look-alike drugs are products that mimic prescription stimulants and depressants (in size, color, shape, or marking), such as amphetamines, methaqualone (Quaaludes), or cocaine. Those look-alikes promoted as "uppers" for their amphetamine like properties generally contain one or more of the following non-prescription stimulants: Caffeine, phenylpropanolamine (PPA) or ephedrine. Look-alike products marked as tranquilizers or "downers" usually contain only antihistamines.

The look-alike drug problem also involves OTC stimulants and depressants that do not require prescriptions because they are not registered under the Controlled Substance Act. Most of these psychoactive substances are marketed as diet aids, "pep" pills, or sleep aids. They are not manufactured to deceive the public and do not look like controlled substances. However, these products contain the same ingredients (PPA, caffeine) in various combinations, as do the true look-alikes.

DISTRIBUTION: Manufacturers of look-alike drugs promote the products via online ads, through college newspapers, handbills at truck stops, unsolicited literature from mail order firms, or through storefront operations often located near high schools or college campuses. Distributors promote the drugs as "100 percent legal" or "legal stimulants" and have even offered free samples through the mail. In some cases, the products are advertised by the street names for amphetamines and barbiturates (e.g., Black Beauties, Yellow Jackets, Speed and White Crosses); and because of the physical appearance, the buyer may be led to believe that he or she is purchasing a controlled substance.

DANGERS OF LOOK-ALIKES: The health effects of look-alikes and other OTC stimulants and depressants are the developmental danger they pose for young people. Easy availability, for maturing adolescents, of legal highs increases the likelihood of developing a pattern of use of drugs as a shortcut to pleasure and as a substitute for satisfaction derived from realistic achievement. In terms of physical effects, well-documented reports show severe hypertension and cerebral hemorrhages, resulting in death, associated with the abuse of the ingredients of look-alike drugs. Central nervous system and circulatory system reactions to caffeine include insomnia, restlessness, and excitement as well as hypertension and tachycardia. The administration of ephedrine may cause reactions similar to those experienced from amphetamine use, including anxiety, restlessness, weakness, throbbing headache, respiratory difficulty and palpitations. Potentially life-threatening effects are hypertension and cardiac arrhythmias. The toxic effects of PPA are similar to those of ephedrine.

Individuals who purchase look-alikes on the "street" may unknowingly obtain real amphetamines and take quantities sufficient to result in overdose. Conversely, individuals who have been abusing amphetamines may underestimate the potency of look-alike drugs and take an excessive quantity, seeking the unexpected "kick" with a resultant toxic reaction.

RELATED PENALTIES: Whoever violates, no person shall knowingly possess any counterfeit controlled substance, is guilty of possession of counterfeit controlled substances, a misdemeanor of the first degree. If the offender has previously been convicted of an offense under this chapter, possession of counterfeit controlled substances is a felony of the fourth degree.

Whoever violates, no person shall knowingly make, sell, offer to sell, or deliver any substance that he knows is a counterfeit controlled substance and no person shall make, possess, sell, offer to sell or deliver any punch, die, plate stone, or other device knowing or having reason to know that it will be used to print or reproduce a trademark, trade name or other identifying mark upon a counterfeit controlled substance, is guilty of trafficking in counterfeit controlled substances, a felony of the fourth degree. If the offender has previously been convicted of an offense under this chapter, trafficking in counterfeit controlled substance is a felon of the third degree.

Whoever violates, no person shall sell, offer to sell, give or deliver any counterfeit controlled substance to a person under the age of eighteen, is guilty of aggravated trafficking in counterfeit controlled substances, a felony of the third degree. If the offender has previously been convicted of an offense under this chapter, trafficking in counterfeit controlled substances is a felony of the second degree.

Whoever violates, no person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance, is guilty of promoting and encouraging drug abuse, a felony of the third degree. If the offender has previously been convicted of an offense under this chapter, promoting and encouraging drug abuse is a felony of the second degree.

Whoever violates, no person shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance. As used in this section "advertise" means engaging in advertising as defined in the revised code is guilty of fracturing drug advertising, a felony of the fourth degree. If the offender has previously been convicted of an offense under this chapter, fraudulent drug advertising is a felony of the third degree. This section shall not apply to a practitioner, pharmacist, owner of a pharmacy, or other persons whose conduct is in accordance with the revised code.

Amended House Bill 535 O.R.C. 2925.01

14. **GAMBLING:** A student shall not engage in gambling or betting on school grounds or at school sponsored activities. DISCIPLINARY ACTION: May range from detention to expulsion depending on the severity of the offense.

15. **INAPPROPRIATE DRESS AND PERSONAL HYGIENE:** Administration and staff believe in preparing students for a professional work environment. Good grooming is an important phase in our society's way of life. Clothing must be clean and acceptable. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements. Students who disregard the above guidelines will be asked to change their attire, shower, or bathe before being admitted to classes.

STUDENT APPEARANCE : *Changing styles and various trends make it difficult to have a written rule for each and every potential dress code situation. The reasonable judgment of the administration will be used to address areas arising that are not specifically covered above. Items that hinder the educational process, are offensive to others, or are dangerous/unsafe have no place in school. Our goal is to protect the learning environment while allowing a high degree of individual self expression. Parents and students are asked to make responsible choices within these guidelines.*

1.Students will be expected to keep themselves well groomed and neatly dressed at all times.
2.ANY FORM OF DRESS OR HAIRSTYLE WHICH IS CONSIDERED CONTRARY TO GOOD HYGIENE, ATTRACTS UNDUE ATTENTION, OR IS DISTRACTIVE OR DISRUPTIVE IN APPEARANCE AND DETRIMENTAL TO THE PURPOSE OR CONDUCT OF THE SCHOOL WILL NOT BE PERMITTED.
3.All clothes are to be worn as designated. Outdoor clothing must be hung up in lockers. Pants must be worn at the natural waist and should be appropriate size and length.
4. Sweatpants and shorts must be loose fitting and have pockets.
5. Leggings are acceptable ONLY if the student is wearing a shirt/blouse that is long enough to completely cover the student's backside at all times.
6. Parents must accept full liability and responsibility for their child's body piercings and any injury to their child and/or injury to other students. Students are permitted to have a single nose piercing (small stud only). Any item that constitutes a health hazard – with points, pins, chains, or rings is not permitted.

1) The following items are **NOT** *to be worn.:*

a) Clothing, jewelry, or other accessories that have messages or references to violence, sex, alcohol, drugs, or tobacco.
b) Clothing that has obscene, questionable writing, or remarks contrary to the educational program is not permitted.
c) Low necklines (no more than 4 inches from the neck), "braless look".
d) Hats, hoods, and any form of head covering, or sunglasses are not permitted to be worn or carried during the school day.
e) Halters, spaghetti straps, tube tops, muscle shirts or other similar items that may show undergarments
f) Bare midriffs or see-through clothing
g) Distracting hairstyles or headwear is not permitted.
h) Only functional and traditional makeup is permitted.
i) Slippers, pajama pants and blankets are not permitted.
j) Mini-skirts are NOT acceptable.
k) Do not wear Yoga pants, form fitting pants such as pants with writing
l) No holes in pants above the knee are permitted, unless tights are worn underneath. No bare skin above the knees should show through pants.
m) No holes in shorts.
n) Jewelry should be tasteful and not distracting.
o) Shorts, skirts, skorts, and dresses no shorter than mid-thigh

GUIDELINES FOR WEARING SHORTS

1. Loose fitting, nothing skin tight, mid thigh
2. Students are permitted to wear shorts during the entire school year.

Acceptable	Unacceptable
walking shorts	*cut-off jeans
golf shorts	*cut-off sweatpants
dress shorts	*short shorts or gym shorts
bermuda shorts	*sanitary shorts/bike shorts/spandex
jean shorts	*no undergarment type clothing
skorts	*transparent or revealing shorts

Disciplinary Action: Students in violation of this policy will be referred to the office and parents will be called to bring proper school attire. If parents cannot be reached, students will be placed in an alternative setting. Students shall not attend class inappropriately dressed. Repeat offenders (more than once) of the dress code will be subject to disciplinary action such as detention.

16. **CONDUCT DURING LUNCH:** A student shall not throw food or other items during lunch. All paper and trash shall be disposed of properly and trays returned to the kitchen. Students are not permitted to have food ordered and delivered to school

because of our closed lunch period. Students are not permitted to go to their lockers or cars. Students are not permitted to bring personal listening devices into the cafeteria during lunch.
DISCIPLINARY ACTION: May range from detention to expulsion depending on the severity of the offense.

17. **OPERATION OF MOTOR VEHICLE OR MOTORCYCLE:** A student shall not bring a motor vehicle or motorcycle onto the school property without the proper sticker or prior permission of the principal. Students must park their vehicles in the area assigned to them. While on school property, the vehicle must be operated in a safe manner so as not to endanger the safety or property of another person or the property of the school. All rules and regulations pursuant to the student drivers are spelled out in the Student Drivers section of the handbook and must be adhered to at all times.

18. **PUBLIC DISPLAY OF AFFECTION**: A student shall not engage in any public display of affection on school grounds or at any activity under the direction of the school. DISCIPLINARY ACTION: May range from detention to suspension depending on the incident.

19. **HARASSMENT OF SCHOOL PERSONNEL:** A student shall not harass school personnel at any time (including non-school time). The following is not intended to be exhaustive but rather to give examples of various types of harassment covered by this code: verbal abuse, physical abuse, vandalism, destruction of property or any other disruptive behavior.
DISCIPLINARY ACTION: May range from detention to expulsion depending on the severity of the incident.

20. **PROHIBITION AGAINST SEXUAL HARASSMENT:** Students who engage in sexual harassment on the school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct; due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

    Principals should encourage the reporting of any act that the student perceives as sexual harassment. Furthermore, the school staff should be informed as to how to respond to victims who come to them for help or just to talk to them about their problems.

    Principals should be aware that a hostile environment is not necessarily one that forces a student to drop out of school; it may be enough that a student's emotional well-being, sense of safety and security, dignity, and self-worth are adversely affected.

21. **FALSIFICATION OF SIGNATURES:** A student shall not engage in or be a part of the falsification of signatures (parent/guardian, school official, or any other person) on any correspondence directed to the school or within the school operation. This includes any falsification of data, grades, dates, addresses on school forms, excuses, etc.
DISCIPLINARY ACTION: May range from detention to expulsion depending on the severity of the incident.

22. **CHEATING:** Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work and notify the office immediately as to the action taken. Cheating is a serious offense. Parents will be notified and repeated infractions can result in school suspension.

23. **PLAGIARISM:** Plagiarize means to present another's ideas as one's own without giving credit to the source. AI is unable to be cited, therefore, it can be considered plagiarism and if not appropriately used, will follow these guidelines. Plagiarism is unacceptable and based upon extent and/or intent, could be penalized in one or more of the following ways: parent notification, failure on the assignment/test, detention, suspension, or expulsion. All AI infractions will refer back to the Crestview Local School District's Board Policy (7540.09).

24. **CYBERBULLYING/BULLYING:** 1. Bullying is aggressive behavior that involves unwanted, negative actions. 2. Bullying involves a pattern of behavior repeated over time. 3. Those bullying have more social or physical "power," while those targeted have difficulty stopping the behavior. *In contrast, conflict is "a disagreement or argument that may be physical, verbal, etc, in which both sides express their views." Bullying of any type, cyber, physical, verbal, will not be tolerated.
Cyberbullying includes, but is not limited to the following:

- Posting slurs or rumors or other disparaging remarks about a student or school staff member on a website, weblog and all other similar sites such as Twitter, Instagram, etc..
- Sending email or instant messages that are mean or threatening.
- Using a camera on the phone or computer to take and send embarrassing photos/recordings of students or school staff members or post these images on video sharing sites such as YouTube or Facebook, Twitter, Instagram, etc.
- Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

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

ANTI-HAZING POLICY
O.R.C. Section 2307.44 and Section 2903.31

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

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

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situation, circumstances of events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

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

The contents of this policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be incorporated into building staff, and student handbooks, and shall be the subject of discussion at employee staff meetings or in-service programs.

CRESTVIEW LOCAL SCHOOL DISTRICT SCHOOL BUS DISCIPLINE

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

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

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

Corrective measures will be taken whenever necessary with the intended purpose of developing self-discipline kept foremost in mind. Procedural and Due Process Rules of the State Board Policy Manual and Crestview Schools Student Handbooks will be followed.

Crestview Local School District bus driving staff subscribes to a plan of assertive discipline as described herein. All drivers, including substitutes, follow the district discipline plans and policies.

PUPIL MANAGEMENT REGULATIONS INCLUDE THE FOLLOWING:

1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic 10 feet away from the bus stops.
3. Behavior at school bus stops must not threaten life, limb, or damage property.
4. Students shall cross a road only when instructed to do so by the driver.
5. Pupils must go directly to an available or assigned seat.
6. Pupils must remain seated keeping aisles and exits clear, feet on floor and facing front, until the bus has completely stopped where you are to get off the bus.
7. Pupils must observe classroom conduct and obey drivers promptly and respectfully.
8. Pupils must not use profane, loud, vulgar or unacceptable language. Whistling or excessive loud noises are prohibited. Students will be completely quiet as the bus approaches and crosses a railroad crossing.
9. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
10. Pupils must not have or use tobacco on the bus.
11. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
12. Pupils must not throw or pass objects on, from or into the bus.
13. Pupils may carry on the bus only objects that can be held in their laps.
14. Transported toys, equipment, etc. are not to be played with or used on the bus. (Advance approval from principals, teachers and drivers is required for students to bring items on the bus.)
15. 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. Provided there is space available.
16. Pupils must not put their head or arms out of the bus windows.
17. Toolboxes, heavy objects, loose objects, flammable fluids, glass jars or aerosol cans are not permitted inside the school bus.

CONSEQUENCES: Misconduct on the bus for minor offenses will result in

A. Initial incident – verbal warning by driver.
B. Further violations – written referral to principal/assistant principal followed by appropriate disciplinary action

SERIOUS BEHAVIOR PROBLEMS

Major offenses – (boarding – riding – departing busses)

All bus drivers will immediately provide a written report to the respective building principal of students who misbehave in a serious manner.

A serious behavior problem or major offense includes:

a. Behavior which is dangerous to the student or to another person (fighting, assault, possession of dangerous weapon, firecrackers, physical or verbal abuse, etc.)
b. Illegal behavior (civil or school) – sale, use or possession of drugs, alcohol or tobacco, vandalism, theft, etc.
c. Disrespect to school personnel – abusive or profane language or gestures to drivers or other staff – refusal to obey reasonable requests of staff members.
d. Other behavior which materially or substantially interrupts or interferes with the safe and orderly operation of the school bussing process.

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

NOTE: When bus transportation is denied, it is the responsibility of the parent or guardian to provide transportation of the student to and from school. Students failing to attend will be declared truant. The Crestview Local Schools do not exclude any person from participating in classes or programs on the grounds of race, color, national origin, sex, age, or handicap. Crestview Local Schools hearing officer for compliance with the Title VI of the Civil Rights Act; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 is the Superintendent of schools. To file a complaint phone (330) 482-5526 or write to 44100 Crestview Road, Suite A, Columbiana, Ohio 44408. Crestview Local School District is an equal opportunity employer.

SICK CHILDREN…send or stay home?

GUIDELINES FOR PARENTS

Students must be current with all immunizations required by law. Deciding when a child is too sick to go to school can be a difficult decision for parents to make. When trying to decide, use the guidelines below and seek advice from your healthcare provider.

DO NOT GO TO SCHOOL---If your child has any of the following symptoms, they should probably not go to school:

-CHICKEN POX (Varicella): Chicken pox blisters appear in crops and are infectious until ALL blisters are dried and crusted over (usually 7-10 days after start of rash.) Keep child at home until no longer contagious.

-COLDS: A runny nose is not necessarily cause to keep your child home. Keep them home with a runny nose AND a fever, bad cough, headache or nausea, or if the child is too tired or too uncomfortable to function at school.

-DIARRHEA: Keep child home for persistent watery stools especially if the child looks or acts ill. Persistent diarrhea, especially if accompanied by fever and cramps should be evaluated by your healthcare provider.

-EARS: Drainage from an ear and/or ear pain should be evaluated by your healthcare provider. Untreated ear infections can cause temporary and/or permanent hearing loss.

-EYES: Thick mucus, pus, or clear liquid draining from the eye may be contagious. One or both eyes may also appear extremely red and feel irritated, itchy, or painful. The eyelid may also be swollen and the eye may be sensitive to light. Return to school when the drainage and symptoms have cleared. You may need to get a prescription for eye drops from your healthcare provider.

-FEVER: A child must be fever free for **24 HOURS** before returning to school. Stay home for a temperature of 100.5 degrees Fahrenheit or higher within the last 24 hours.

-LICE: Please notify the school nurse if your child has head lice. For a noted infestation of lice and nits (eggs,) your child may not return to school until they have been treated.

-NASAL DISCHARGE and/or **CHRONIC COUGH:** These conditions may be contagious and require treatment. Your child should be evaluated especially if accompanied by fever and a large amount of mucous drainage.

-RASH: Any skin rash of unknown cause may be contagious and require medical treatment, especially with fever and itching. Consult with your care provider. You may be asked to present a medical excuse from your physician that the rash is not contagious or no longer contagious.

-SORE THROAT: A sore throat, especially with fever and swollen neck glands may be contagious. If infected, please notify the school nurse. Return date should be discussed with the school nurse.

-VOMITING: An ill child who is vomiting should remain home for 12-24 hours after the episode and until the child has tolerated at least two normal meals. If related to a head injury, a vomiting child should be seen by the student's physician or in an emergency room. Please report the head injury to the school nurse.

MEDICAL EXCUSE FOR PHYSICAL EDUCATION CLASS:

Students who are excused from Physical Education classes for Dr. approved medical reasons must present notification from the Dr. with the dates for missing the physical education class. A notification from the Dr. must contain the return to class medical release date.

Crestview Local School District provides an equal educational opportunity for all students.

CRESTVIEW HIGH SCHOOL

Educate-Empower-Impact

Crestview High School Mission Statement
The mission of Crestview High School is to educate students so that they develop into independent, responsible, productive adults.

CAFETERIA LUNCHROOM RULES:

1. There is no charging allowed in the cafeteria at the high school level to teach the students the responsibility of managing their money. In special situations if charging is necessary it will be handled with the following four steps.
   a. If a student has a charge on his/her account, they are verbally asked to bring in money for their account.
   b. After the verbal notification, if no action is taken, there will be a call home to parents regarding their account.
   c. After the call is made to the parents and still no action is taken, the student will not be allowed to charge until their account is paid in full. The student will receive a peanut butter sandwich and milk instead of a lunch tray until the account is paid.
   d. At the end of every 9-week period, if there is a negative balance in a student's account their report cards will be held until the account is paid in full.

CLUBS/ORGANIZATIONS: The following clubs are organized yearly according to student interest and/or eligibility: National Honor Society, Art Club, Leo Club, Spanish Club, French Club, Spirit Club, F.C.C., Debate Team, Math Club, Yearbook, Computer Club, Chemistry Club, Newspaper, Envirothon, French Club, Drama Club, Student Council, Theatre productions along with band, choir and athletics. Please refer to Board policy for detailed guidelines for fundraising and advertising of outside activities.

SCHEDULING: Schedules are based on the student's needs, curriculum requirements and available class space. Students may be denied course enrollment due to lack of available space.

DRIVER EDUCATION: Driver's Education is taught several times during the school year though outside agencies. Students may take instruction through private companies. No graduation credit is granted for these classes. Students are not permitted to receive in-car instruction from a private company during normal school hours.

STUDENT DRIVERS: The Board of Education provides transportation by school bus for all high school students. Students having a driver's license or permits are permitted to drive cars to school under the following rules:

1. Student drivers must make an application each year for a parking permit by completing the Student Parking Permit form on the high school webpage.
2. All students must have a driver's license or permit and proof of insurance.
3. All students must park in the designated student area in a designated parking space. **No students** are to park adjacent to the building **or move their** cars from the student parking area when staying after school before 2:45 p.m.
4. Student drivers will be charged a fee of $20.00
   Parking passes are valid for only one school year and must be displayed on the front windshield. Half-day CCCTC students will be charged $10 for their parking pass.

5. Student drivers must be at school and in their class on time. Being late because of car problems will result in an unexcused tardy for the student.
6. Students who drive will not be permitted to leave the school grounds between the time of arrival and afternoon dismissal (including noon) without permission.
7. The school does not accept any responsibility for passengers riding in a student's car.
8. Students are not to remain in parked cars in the morning or be in cars during lunch period or any other time of the day.
9. All student drivers leaving the parking lot must wait until all buses leave the school before exiting.
10. Student drivers must obey the school zone speed limit (20 MPH) before and after school.
11. Driving is a privilege and a student's driving permit will be revoked for failure to follow the above rules, and/or reckless operation, tardiness to school, failure to use a seatbelt, or providing transportation for students who are skipping class.

ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION:
CONSENT-A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

CAFETERIA LUNCHROOM RULES:

1. Charging is allowed in the cafeteria at the middle school level, up to $10 to teach the students the responsibility of managing their money. If the student has charged, the following steps will be taken to get the update back to a positive balance.
    a. If a student has a charge on his/her account, they are verbally asked to bring in money for their account.
    b. After the verbal notification, if no action is taken, there will be a call home to parents regarding their account.
2. Students will be permitted to sit in the seat of their choice within their grade levels, unless the person in charge determines that the student needs to sit in a different location due to a behavioral concern.
    a. Assigned seating may be put in place if there are repeated behavior issues within a grade level.

CRESTVIEW ELEMENTARY/ MIDDLE SCHOOL

OUTSIDE RECESS RULES
1) Follow all instructions and directions from the teachers on duty.
2) Once you go outside you may not re-enter the building without permission.
3) Keep your hands and feet to yourself.
4) No throwing of anything except balls. Never throw sticks, stones, snow, mud, etc.
5) No playing in mud, water, slush, etc.
6) Students need to stay away from all cars and the front of the buildings.
7) When entering the building after recess, students are to enter quietly and in an orderly fashion.
8) ALL STUDENT CONDUCT RULES APPLY
9) injuries and issues MUST be reported to the recess teachers.

**Please refer to Board policy for detailed guidelines for fundraising and advertising of outside activities.