



WELCOME TO CRESTLINE EXEMPTED VILLAGE SCHOOLS

**Student/Parent Handbook
Crestline High School & Crestline Elementary School
2023-2024**



WELCOME TO CRESTLINE EXEMPTED VILLAGE SCHOOLS

We are pleased to have you in Crestline Exempted Village Schools. We hope that it is a successful year for everyone. We have put together this student handbook to acclimate parents and students to the day-to-day operations of the school district. This handbook contains the rules and basic guidelines per **Crestline Exempted Village Schools Board Policies and Bylaws**. Please review this with your student(s) so you can help familiarize them with our expectations.

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NOTE:

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 14, 2023. If you have questions or would like more information about a specific issue or document, contact you school principal or access the document on the District's website: www.crestlinebulldogs.org by clicking on Board of Education Policies and finding the specific policy or administrative guideline in the Table of Contents for that section.

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 14, 2023. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District Website.

MISSION OF THE SCHOOL

The mission of the Crestline Exempted Village School District is for students, educators, families, and the community to achieve excellence through education, dedication, communication, teamwork, and pride.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Superintendent
(419) 683-3647

Complaints will be investigated in accordance with the procedures described on page(s) 48-49 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

SCHOOL DAY

Middle/High School first period begins at 7:30 a.m. School dismisses at 2:20 p.m.

Elementary School Day Begins at 8:30 a.m. School Dismisses at 3:00 p.m.

Doors open for High School at **7:00** and for Elementary 8:00.

Upon arrival to school grounds, students are to report to the cafeteria and remain until the warning bell sounds.

Free Breakfast is Served Daily.

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the building administrator.

Adult students (age eighteen (18) or older) must follow all expectations as outlined by this Student/Parent Handbook.

If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via email and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

STUDENT WELL BEING

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

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

INJURY AND ILLNESS

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

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

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

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

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

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

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

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

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

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

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

SCHEDULE CHANGES

Students will have an opportunity to make any adjustments in their schedules prior to summer vacation. Schedule changes required because of course failures will be made by the school counselor. Students having questions or needing to make adjustments to their schedules are expected to talk to the counselor prior to the start of school. Once school is in session, students are expected to follow their schedule until they meet the Counselor. Students must take the responsibility to ensure that they have made proper course selections. If a student would like to make a schedule change, a student must have written permission from parent and advisor.

SCHEDULING AND ASSIGNMENT

Elementary Level

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

Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a schedule change form.

EARLY DISMISSAL

No student may leave school prior to the dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

If the parent contacts the school by phone, a note MUST be brought to the office when the student returns to school. Students must sign out in the office before leaving school for any reason during the school day.

If a student leaves school prior to the dismissal time for anything other than an appointment, medical excuse, or other pre-approved reason (Principal), they will be ineligible to participate in all extracurricular activities that day.

If a Senior is in good academic standing for graduation, the student may petition administration for early dismissal.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of their parents and in compliance with state law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if they are under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within fourteen (14) days of the parents' notice or request.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and Chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse or the Principal.

EMERGENCY MEDICAL AUTHORIZATION

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

USE OF MEDICATIONS

Students who must take prescribed medication during the school day must comply with the following guidelines:

- A. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Nurse's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Nurse's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The school nurse/principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

NONPRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available on Final Forms. Physician authorization is not required in such cases.

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

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

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

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Nurse's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection. Students may be exposed to blood-borne pathogens in situations including but not limited to, the following:

Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

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

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

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with the student's physician or other health service.

CLINIC/SCHOOL NURSE

Crestline Schools follows the procedures below in regard to student health. Although attendance is critical to school success and attendance procedures are enforced, students who are obviously ill should be kept at home for their benefit and in consideration of other students and staff. Clinic Procedure: Students who need to visit the school clinic will request a pass from their classroom teacher (or in some cases, office personnel). Clinic use is intended to be temporary. Students who need to go home should be picked up in a reasonable amount of time. Students will be sent home only after receiving permission from the office staff (principal, secretary, school counselor, nurse). Administering Medicine to Students: If possible, all medications should be given at home. If any medication (prescription and nonprescription/over the counter) needs to be given at school, please follow the steps below:

1. The "Administering Medication" authorization form must be completed and signed by the prescribing physician and parent/legal guardian.
2. The parent must bring in any medication to the school office. No medication should be transported by the student (with the exception of inhalers and epi-pens).
3. All medication must be in their original containers. No medication past its expiration date will be accepted.
4. If there are any changes in medication or its administration, a new form must be completed and filed with the office.
5. Students are permitted to carry inhalers or epi-pens (epinephrine auto-injectors) if the proper "self- carry" forms are on file.
6. At the end of the school year, parents must pick up their child's medication. Medication not picked up before 2 weeks after the last day of school will be discarded.
7. Medication forms are available in the school office and online.

STUDENTS WITH DISABILITIES

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

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

- A. has a mental or physical impairment that substantially limits one (1) or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The District has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA, A.D.A. Section 504) and State law. Contact the Director of Special Education at 419-683-5351, extension 5139 to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 419-683-5351, extension 5139.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Policy 5111.03.

PROTECTION AND PRIVACY OF STUDENT RECORDS

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

Directory information includes:

A student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider.

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

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the school counselor. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

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

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Board's designee to inspect such materials.

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

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one (1) or more of the items described in A through H above.

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

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

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

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

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Crestline Exempted Village School District charges specific fees for the following activities and materials used in the course of instruction:

(Fees are subject to change / Fees are to be paid by September 22, 2023, unless a waiver is pending)

General Fee (Grades K-5) \$35

General Fee (Grade 6) \$35

Course Fees Listed as Below (Grades 7-12)

ART

Art Gr 7	\$10
Art Gr 8	\$10
Art I	\$20
Advanced Art	\$30
2D/3D Art	\$30
Ceramics	\$20
Stained Glass	\$30
World Crafts	\$15

COMMUNICATION & TECHNOLOGY

Video Broadcasting & Production	\$10
Digital Image Editing	\$15
Digital Media 1&2	\$5
Digital Photography	\$5
Photographic Composition	\$15
Theatre	\$5
Yearbook	\$15

Family and Consumer Science

Career and College Readiness	\$20
Child Development	\$10
Culinary Fundamentals	\$35
Global Foods	\$35
Human Growth and Development	\$10
Textile Design, Construction, and Maintenance	\$25
M.S. Intro to FSC & Pers.I Wellness & Development	\$10

English

English 7	\$10
English 8	\$10
English 9	\$10
English 10	\$10
English 11	\$10
English 12	\$10

Personal Financial Management	\$5
Personal Wellness	\$10

Engineering Technologies

Pre-Engineering	\$10
Planning and Building I/II	\$10
Engineering and Design	\$10
Unmanned Aircrafts	\$10

Health and Physical Education

Health	\$10
Sports Officiating	\$10

Mathematics

8th Grade Math	\$21
Algebra I	\$25
Algebra II	\$25
Statistics	\$15
Pre-Calculus	\$15

Music

Band, 6-12th grade	\$5
Marching/Pep Band	\$5

French

French 1	\$10
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Science

Anatomy	\$20
Biology I/II	\$20
Astronomy	\$20
Chemistry	\$25
Ecology	\$15
Physical Geology	\$20
Physics	\$20

Social Studies

World Studies	\$2
American Studies	\$2
American Government	\$2
History through Cinema	\$2
The Rise and Fall of Germany	\$2
Sociology	\$2

General

Class Dues	\$10
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Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUNDRAISING

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

Crowdfunding activities are governed by Policy and Administrative Guideline 6605.

Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.

Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

Students may not engage in house-to-house canvassing for any fundraising activity.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

MEAL SERVICE

The School participates in the National School Lunch Program and makes **FREE BREAKFAST & LUNCH** available to students. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

In order to be sure your child receives breakfast, please be sure to have your child arrive prior to the start of the school day.

High School and Middle School students may begin arriving at 7:00am for breakfast
Elementary students may begin arriving at 8:00am for breakfast

CAFETERIA EXPECTATIONS

- Students will go to lunch and return at their scheduled times. The following rules apply to student use of the lunch room:
 - Students are to walk to and from a single file line into the serving area upon entering the cafeteria (elementary)
 - Jumping the lunch line is prohibited
 - Students **must have an ID**, otherwise, they will wait until all others are served and receive a "no card lunch"
 - Students must use a physical ID badge (lunch card) provided by the school to get lunch.
 - If a student loses their lunch card, they need to pay \$2 for a replacement card or opt to have a "no card lunch"
 - All food is to stay on their trays
 - All food must stay in the cafeteria, only water is allowed outside the cafeteria
 - Students are to return their tray to the dishwasher after their meal or throw disposable trays away
 - **Clean off the table and push in chairs.** Leave it presentable for the next person
 - **Wait to be dismissed after your table is checked.**
 - Crestline Schools has a closed lunch policy, students must stay on property throughout lunch
 - Bringing in outside food/drinks is a violation of the district policy

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. Students are required to carry identification cards with them at all times in school or on school property.
- H. All District employees are to wear a photo-identification badge (as available) while in the school/office or on District property.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of notification via the public address system. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay by contacting the media and will notify the following radio and television stations:

School Messenger System
WYHT FM 105.3
WQEL FM 92.7

NBC 4 TV - Columbus
WMFD TV 68

Crawford County Now
Crestline School Social Media

Information concerning school closings or delays can also be found on the School’s web page at www.crestlinebulldogs.org

Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

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

Students may not bring visitors to school without prior written permission from the Principal.

All deliveries for students and faculty are to be made to the main office.

Volunteers must sign in at the front office to receive a visitor's pass. All volunteers will be required to have background checks prior to volunteering in the school. Visitors are to stay in designated volunteering areas.

LIMITED ACCESS

The main entrance to each building in the Crestline Exempted Village School District now has "Limited Access Control" that is monitored by school personnel. The "Limited Access Control" is being done to further enhance the safety and security of the children.

The procedure that is to be followed when entering the Crestline Exempted Village School building:

1. Enter through the first set of doors to go to the vestibule area. This will allow you to be "buzzed in" while keeping you out of the elements.
2. Once in the vestibule, you will see the buzzer placed on the wall or door frame. The buzzer is a black box with a gray button.
3. Press the buzzer in the vestibule and you will hear a response from school personnel.
4. The individual who responds will ask you to state your name and reason that you are wishing to enter the building.
5. If approval is granted, you will be asked to go directly to the office to sign in and gain a visitor's pass. (After being buzzed in)

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of two weeks. To check out any other materials, contact the librarian. In order to avoid late fees, all materials checked out of the library must be returned to the library prior to the deadline.

Students may be assessed for the replacement cost of any books not returned to the library. This includes books lost, stolen, destroyed or damaged. Library assessments become part of the financial obligations that must be paid in order to receive a diploma.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is in the high school office area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF PERSONAL COMMUNICATION DEVICES

The use of electronic devices (including, but not limited to iPad, iPod, cellular watches, laptops, and other personal devices) may be used in selected instructional activities as determined by instructional staff. Electronic devices will not be used in the instructional setting (including study halls) without prior permission from the supervisory staff. **ALL CELLULAR DEVICES INCLUDING WATCHES MUST BE PLACED IN LOCKERS AND TURNED OFF DURING SCHOOL HOURS.** The misuse of these devices will result in disciplinary action, including but not limited to, the forfeiture of future use of these devices in instructional activities. Any electronic equipment, owned by Crestline Exempted Village School District or personally by the student/staff member, will be operated under the guidelines of this AUP.

ADVERTISING OUTSIDE ACTIVITIES

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

The School has several bulletin boards which may be used for posting notices after receiving permission from the Principal.

SECTION II - ACADEMICS

COURSE OFFERINGS

A complete list of academic course offerings can be picked up in the office or found on the District website at any time.

CAREER TECHNICAL PROGRAMS

Students aspiring to enroll at Pioneer Career and Technology Center (PCTC) must have junior class standing (12 credits). Incoming PCTC students must attend and will be held to attending PCTC for the first five school days. If a change is to be made, it must be requested within the first 10 days of the school year, with the provision that all students will stay at PCTC during the initial 5 school days.

CHS Pioneer students are encouraged to participate in home school activities to their fullest extent. Listen for daily announcements and check the bulletin boards at CHS and PCTC to keep informed; the principal will meet with you periodically as well. Additionally, become familiar with the Crestline Schools handbook. Upon entering the high school parking lot and parking your car, exit your car and report to the cafeteria or main entrance to await the PCTC bus. You may re-enter Crestline Schools after 2:40 p.m. If you drive to Crestline, you will need to get a Crestline Parking Permit and fill out the appropriate paperwork.

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. If a parent has a concern, question, or does not want their child to go on the trip, they must contact the office. Each student must have a current emergency medical form on Final Forms. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips.

GRADES

Crestline High School has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how their grade will be determined, the student should ask the teacher.

The School applies the following grading system:

90 to 100 = A = Excellent achievement
80 to 89 = B = Good achievement
70 to 79 = C = Satisfactory achievement
60 to 69 = D = Minimum-Acceptable achievement
0 to 59 = F = Failure
I = Incomplete
P = Acceptable achievement

Elementary Grading Scale:

GRADE	Numerical Average
A	100-90
B	89-80
C	79-70
D	69-60
F	59 or below

Standard Based Score:	Standard Based Indicators:	Special Classes Indicators:
3	On Track	Consistently demonstrates proficient understanding and applies skills independently with minimal teacher support
2	Further Assessment Needed	Demonstrates initial stages of understanding; applies skills but requires teacher intervention and reinforcement
1	Not On Track	Demonstrates a lack of understanding; difficulty accomplishing grade level tasks' re-teaching consistently required

Middle and High School Grading Scale:

GRADE	<u>Numerical Average</u>	<u>4.0 Non-Weighted</u>	<u>4.5 Weighted Class</u>
A+	100	4.3	4.8
A	99-93	4.0	4.5
A-	92-90	3.7	4.2
B+	89-87	3.3	3.8
B	86-83	3.0	3.5
B-	82-80	2.7	3.2
C+	79-77	2.3	2.8
C	76-73	2.0	2.5
C-	72-70	1.7	2.2
D+	69-67	1.3	1.3
D	66-60	1.0	1.0
F	59 or below	0	0

A Weighted GPA is used for graduation honors and class rankings.

Senior final grade point averages to determine the Valedictorian and Salutatorian are calculated at the end of the eighth semester. Contact the counselor for specific examples of figuring GPA's and/or see below (Board Policy)

The following courses will be weighted:

- Chemistry
- Physics
- World Language 4
- ALL CCP (College Credit Plus)

Grade Point Average

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half (0.5) credit course with an earned grade of a C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the GPA. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods

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

Interim Reports

Elementary students' parents may request an interim in addition to grade cards. Elementary Teachers will send home interims ONLY to struggling students. High School students do not receive interims. All parents will have the ability to access ProgressBook at any time to check their student's grades. ProgressBook codes will be given out at the beginning of each school year.

PROMOTION, ACCELERATION, AND RETENTION

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

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

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

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

A student may be retained at their current grade level based on the following criteria:

- A. failure to demonstrate proficiency in core academic subjects including English Language Arts, Mathematics, Science and/or Social Studies
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

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

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

Promotion of a student to the fourth grade may be denied if they attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law.

GRADUATION REQUIREMENTS

Regular Diploma

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must fulfill the requirements of one (1) graduation pathway that has been approved by State law and this Board and must meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP Team.

Crestline High School students must earn twenty-one (21) credits to graduate and in order to qualify for a high school diploma. In addition to earning course credits, each student must show competency and readiness.

Specific course requirements are:

English	4 credits
Health	0.5 credit
Phys. Ed.	0.5 credit
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Electives	5 credits
Fine Arts	1 credit
Total	21 credits

All students must receive instruction in economics and financial literacy during Grades 9 – 12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent.

Credit will be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Honors Diploma

Honors diplomas shall be granted to students according to Ohio Revised Code 3313.61. Students interested in earning an Honors Diploma should discuss requirements with the School Counselor. The six honors diplomas recognized are as follows:

1. Academic Honors Diploma;
2. Career-Tech Honors Diploma;
3. International Baccalaureate Honors Diploma;
4. STEM Honors Diploma;
5. Arts Honors Diploma;
6. Civics and Social Sciences Honors Diploma

OHIO'S GRADUATION REQUIREMENTS

CLASS OF 2023 AND BEYOND

Ohio's long-term graduation requirements take effect for the class of 2023. For students entering ninth grade on or after [July 1, 2019](#), Ohio's new high school graduation requirements provide more flexibility to choose a graduation pathway that builds on a student's strengths and passions – one that ensures students are ready for their next steps after high school. Students in the classes of 2018 through 2022 may also use these requirements as a pathway to graduation.

As a part of this pathway to graduation, students must show that they have completed all three parts of these requirements.

1. Credit Requirements:

Students must earn a [minimum total of 20 credits](#) in specified subjects and take your required tests. Schools can locally require more than 20 credits. Schools are still required to administer all the high school end-of-course assessments. These are: English Language Arts II, Algebra I (or Integrated Math I), Geometry (or Integrated Math II), Biology, American History, and American Government.

2. Competency:

Students can demonstrate competency by earning a passing score on Ohio's high school Algebra I (or Integrated Math I) and English language arts II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. If students have not met the competency score on these tests, there are four additional ways to show competency.

Option 1	Option 2	Option 3	Option 4	Option 5
Algebra I and ELA II	Career Readiness	College Credit Plus	Military Enlistment	ACT or SAT

Option 1. To demonstrate competency using Ohio’s state tests, students must earn a score of 684 or above on both the Algebra I (or Integrated Math I) and English language arts II end-of-course exams.

Option 2. To demonstrate competency by Career Readiness, students must demonstrate two career-focused activities, at least one must be a foundational option.

- Foundational options: 1. Cumulative score of proficient on 3 or more WebXams. 2. Earn 12-points of industry credential. 3. Complete a registered pre-apprenticeship, an apprenticeship, or show evidence of acceptance into an approved apprenticeship. 4. State-issued license for a practice in a vocation.
- Supporting options: 1. Work-Based Learning. 2. Earn the workforce readiness score on the Workkeys. 3. Earn the OhioMeansJobs Readiness Seal

Option 3. To demonstrate competency through the College Credit Plus Program, students must earn credit in a non-remedial math or English course for the subject area not passed.

Option 4. To demonstrate competency through Military Enlistment, students must provide evidence of enlistment in a branch of the armed forces to demonstrate competency.

Option 5. To demonstrate competency using the ACT or SAT, students must obtain a remediation-free score in the math and/or English subject area on the ACT or SAT. To demonstrate competency in English, a student must be remediation-free in the subjects of English and reading on the ACT or SAT.

3. Readiness:

Students can meet the readiness requirement by earning two diploma seals. In alignment with their graduation plan, students should be choosing seals that align with their goals and interests. These seals give students the chance to demonstrate academic, technical and professional skills and knowledge that align to their passions, interests and their post-high school pathway.

Of the two seals students are required to earn, at least one of the two must be State-Defined. Ohio’s 12 diploma seals are:

- | | |
|---|---|
| • OhioMeansJobs Readiness Seal (State-Defined) | • Honors Diploma Seal (State-Defined) |
| • Industry-Recognized Credential Seal (State-Defined) | • Seal of Biliteracy (State-Defined) |
| • College-Ready Seal (State-Defined) | • Technology Seal (State-Defined) |
| • Military Enlistment Seal (State-Defined) | • Community Service Seal (Locally-Defined) |
| • Citizenship Seal (State-Defined) | • Fine and Performing Arts Seal (Locally-Defined) |
| • Science Seal (State-Defined) | • Student Engagement Seal (Locally-Defined) |

It is the student’s responsibility to maintain contact with their Counselor to ensure that their graduation requirements are being met.

Graduation Exercises

Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercises conducted by Crestline High School. Students participating in the ceremony must meet all graduation requirements.

1. Students must have successfully completed all requirements contained in the Ohio Revised Code and set by the State of Ohio Department of Education and the Crestline Board of Education.
2. All financial obligations to Crestline Exempted Village Schools, Pioneer CTC or the Board of Education must be paid unless a student experiences a severe financial hardship, upon which time, the Superintendent may waive the student’s financial obligations.

3. All disciplinary obligations must be satisfactorily completed.
4. Participation in graduation rehearsal is required for participation in the graduation ceremonies.
5. Students participating in the ceremony must wear the prescribed cap and gown and proper footwear.
6. Students eligible to participate in the graduation ceremony will exhibit decorum that will not be disruptive nor bring undue attention to themselves.
7. Prior to graduation, misconduct that results in suspension or expulsion may result in denial of participation in graduation ceremonies. Students whose decorum are disruptive or bring undue attention to themselves will not be awarded their diploma at the commencement exercises.

STUDENTS AT RISK OF NOT QUALIFYING FOR A HIGH SCHOOL DIPLOMA

The Board of Education is committed to ensuring that all students have an opportunity to graduate with a high school diploma. To assist with this commitment, a graduation plan is developed for all students who are enrolled in high school. The Board also utilizes specific procedures and criteria to identify students who are at-risk of not qualifying for a high school diploma and provides appropriate interventions and supports to assist at-risk students in meeting graduation requirements. (5460.02)

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school principal. Early graduation can be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

EDUCATIONAL OPTIONS

Crestline High School provides alternative means by which a student can achieve the goals of the District, as well as the student's personal educational goals.

A list of the approved Educational Options is available in the Guidance Office.

In order to participate in an Educational Option, the student must first submit an application for approval by the Principal and/or Educational Options Committee. Students under the age of eighteen (18) may only participate with the written consent of their parent or guardian. Applications are available in the high school office. Credit will be granted upon the successful completion of an approved program and will be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with District policy and established administrative guidelines.

CREDIT FLEX OPTIONS

The Board of Education recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and use of multiple measures of learning. Credit flexibility shifts the focus from "seat time" to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for High school graduation in response to globalization, technology, and demographics, and to meet the demand for 21st century skills. Any questions please see your school counselor.

COLLEGE CREDIT PLUS PROGRAM

Any student in grades seven (7) through twelve (12) may enroll in a College Credit Plus Program provided the student meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires a form to be on file in the school counselor's office. For students under eighteen (18), written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the school counselor's office to obtain the necessary information.

CAREER ADVISING PROGRAM

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the school counselor's office.

Honor Roll(s)

Honor Rolls will be compiled at the end of each grading period. No student with lower than a C in any class will be part of the honor roll.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student athletes interested in such awards should consult with the appropriate coach.

Valedictorian and Salutatorian

Crestline recognizes a Valedictorian and a Salutatorian for the senior class. The top student on a cumulative grade point average is awarded the honor of Valedictorian. In case of a tie for valedictorian, co-valedictorians will be honored. The second student on this scale will receive the honor of Salutatorian. In case of a tie for salutatorian, co-salutatorians will be honored. Additionally, students are recognized for graduating with honors or high honors. A student who has a cumulative GPA of 3.5-3.74 would receive honor recognition. A student with a GPA of 3.75-4.0 would receive a designation of high honor graduate.

Academic Letter Recognition Program

At Crestline High School, we take pride in the academic achievements of our students. The "Academic Letter" awarded by Crestline High School is intended to recognize and reward those students who demonstrate and maintain academic excellence in the classroom.

Any student, grades 9-12, who earns a 3.5 grade point average at least three times in one academic year, will earn an academic letter. The quarters do not need to be consecutive.

Following the third quarter of academic excellence, students will complete an Academic Letter Request form and submit it

to the school counselor. After verification, the school counselor will issue the Academic Letter to the student. After the first letter is earned, students will receive a pin for each additional recognition.

Students have the opportunity to earn recognition up to four times during their four years of high school. Any student that earns four academic letters will receive a plaque.

HOMWORK

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

Homework for Students with a Prolonged Illness

A student's parents may request homework for a student who has a prolonged illness by contacting the Secretary or school counselor. Students returning from an excused absence have the number of excused days missed plus one to make up their work.

COMPUTER TECHNOLOGY AND NETWORKS

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

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

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

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

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

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy, is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites or social media accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or weblog;
2. sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. posting misleading or fake photographs of students or school staff members on websites.

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

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending the person messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you “meet” online without parent approval and participation.
 8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District’s Technology Protection Measures. Students must immediately notify the teacher, principal, or staff if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Downloading of information onto the Boards hard drives is prohibited, without prior approval from the District Technology Director. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from the District Technology Director before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or “Listservs”.
- M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal.
- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based email accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the District Technology Director. . Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction related purposes.
- T. Game playing is not permitted at any time.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("email"). Parents who elect to communicate with a staff member via email are required to keep the District informed of any changes to their email address.

STUDENT ASSESSMENT

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Semester exams are crucial to the learning process. These assessments are important indicators of student progress toward course benchmarks, standards, and expectations. In addition, semester exams provide teachers and students with important feedback. Students should expect a two day exam schedule at the end of each semester with no more than four exams scheduled per school day. Exam schedules will be provided by the administration at the beginning of each semester. Semester exams will count as ten percent (10%) of the final grade. Students may be exempt from taking semester exams as determined by building administration.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the school counselor.

College entrance testing information can be obtained from the School Counselor's Office.

PUBLIC SCHOOL CHOICE OPTIONS

If a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, the student also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

SECTION III-STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Crestline High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter. The Board authorizes the following student groups that are sponsored by a staff member.

Marching Band Yearbook Newspaper Drama/Theater

Extracurricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All MS and HS Sports	Science Club	Art Club	Student Council
Class Officers	Marching Band	Yearbook	Foreign Language Club
Cheerleading	Flag Corp	Majorettes	LEO Club
Teen Institute	Pep Band	Vocal Clubs	School Newspaper
Jr. Teen Institute	FCCLA		

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

National Honor Society

Students in the sophomore, junior, and senior class are eligible for membership into NHS. Sophomores and juniors must have a cumulative grade point average of 3.5 or above, seniors must have a 3.4 cumulative GPA to be invited to apply for membership. Students will receive their invitations and application packets before the end of March. Packets contain specific criteria for induction and maintaining membership. Final selection for membership will be made by a five-member faculty counsel and are determined on the criteria of scholarship, leadership, character and service. Members must also maintain good standing in NHS or face removal from membership.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups may meet in the school building during non instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot on any materials or information.

ATHLETICS

Crestline High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

The following is a list of activities currently being offered. For further information, contact the Athletic Director, at (419) 683-5350.

Cheerleading	Cross Country	Football	Tennis (pending interest)
Baseball	Softball	Volleyball	Golf (pending interest)
Basketball	Track	Bowling	Swim (pending interest)

For additional information regarding athletics, athletic awards, eligibility, athletic policy on the school board approved drug testing program, athletic clearinghouses for collegiate Division I or Division II sports and other athletic related questions, please refer to the Student-Athlete Handbook and Code of Conduct as well as attending pre-season student/parent meeting(s).

ACADEMIC ELIGIBILITY

Eligibility for each grading period is determined by grades received in the preceding grading period. Semester and yearly grades have no effect on eligibility.

Grades 9-12: To be eligible, a student-athlete must be currently enrolled in a member school or meet the OHSAA requirements as a non-enrolled student. Students must have received passing grades in a minimum of five one-credit courses or the equivalent in the immediately preceding grading period. (Note: Students taking post-secondary options must comply with these standards. See the school counselor for details.)

Grades 7 & 8: To be eligible, a student-athlete must be currently enrolled in a member school or meet the OHSAA requirements as a non-enrolled student. Students must have received passing grades in a minimum of four courses or the equivalent in the immediately preceding grading period.

For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

Ineligibility

If a student is declared academically ineligible for participation, the following will occur:

- A. Adhere to all rules established by the OHSAA.
- B. The coach can permit a student-athlete to practice during the ineligibility period; student-athletes are not permitted to dress for or compete in a contest.
- C. The coach can permit a student-athlete to travel with the team during the ineligibility period.

STUDENT EMPLOYMENT

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, the student must first obtain the desired job, then contact their high school secretary to obtain a work permit. Once the work permit is filled out and approved, the student may maintain their job. If there are any questions, contact the school counselor to discuss any legal requirements and to obtain any additional required documents.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after-school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

Student's behavior at any school-sponsored activity, whether it involves sports, music, dances, etc. are under the same guidelines as when school is in session. Students may also be subject to disciplinary action for violating these guidelines at school-sponsored activities, regardless of where they take place.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Students who are suspended from school are not permitted to attend any extracurricular events.

Students attending dances, homecoming, and/or prom must stay for the entire duration of the event unless a parent/guardian gives verbal consent to an administrator or comes to sign the student out from the event.

SECTION IV-STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is the person's dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

Truancy

Unexcused absence from school (truancy) is not acceptable. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) month, or for seventy-two (72) or more hours in one (1) school year. If a student is habitually truant and the student's parent fails to ensure the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual truancy can also result in:

1. Warning Letter (thirty (30) accumulated Hours of any type of absence)
2. Truancy Intervention Program (thirty (30) Unexcused Consecutive Hours or forty-two (42) Unexcused Hours in a Month)
 - a. Parent(s)/Legal guardian(s) will be strongly encouraged to attend a school/court sponsored educational program.
 - b. Failure to attend the Truancy Intervention Program may result in an official court hearing being scheduled.
3. Medical Status (After an accumulation of sixty-five (65) Excused or Unexcused Hours in a Year)
 - a. All absences are considered unexcused unless medical documentation is provided
4. Official Hearing (Failure to appear for Unofficial Hearing or seventy-two (72) Unexcused Hours in a Year)
 - a. School files a formal truancy complaint with the juvenile court by contacting the court intake supervisor.
 - b. All parents/legal guardians responsible for the care of the child will be required to attend the hearing with their child. The judge or court referee will preside over the hearing.
 - c. Failure by parent(s)/legal guardian(s) to comply with orders of the court may result in contempt of court charges.
5. Special Consideration
 - a. Habitual Truants--If a child has been previously adjudicated as a habitual truant, the school authority may request an unofficial or official court hearing anytime at their discretion.

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which they have been assigned. In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. observation or celebration of a bona fide religious holiday
- F. college visit / military recruitment
- G. unforeseen circumstances deemed appropriate by the principal

Any classroom assignment missed due to the absence shall be completed by the student.

Failure to provide a doctor's excuse within 3 school days will result in an unexcused absence. Students who are absent must immediately upon return to school make arrangements with their teachers to make up missed work.

Notification of Absence

If a student will be absent, the parents must notify the high school at (419) 683-5350 or elementary school (419)-683-5351 by 9:00am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Homebound Instruction

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the school office.

Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the teacher as soon as possible to obtain assignments.

The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, the student should make arrangements with the teacher to take the test at another time. If the student misses a State mandated assessment test or other standardized test, the student should consult with the school counselor to arrange for administration of the test at another time.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from the office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

The number of days for completion of make-up work will be equivalent to the number of suspension days.

The student will be given credit for properly-completed assignments and will receive a grade for any made-up tests.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State. (Please refer also to "Truancy" on page 35 of this handbook.)

High School If a student under the age of eighteen (18), has thirty (30) consecutive hours or forty-two (42) total hours of unexcused absence during a semester, they will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of their driver's license, if appropriate, as a result of this excessive absence. Denial or revocation of a work permit is possible due to student absence from school.

Tardiness

Elementary Level

A student who is not in their assigned location by 8:30am shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

Secondary Level

Each student is expected to be in their assigned location throughout the school day. If a student is late arriving at school, the student must report to the School office before going to their first assigned location. After the third (3rd) unexcused tardy in a nine-week period, students will be assigned a Thursday School.

Any student who reports to school late (after 9:05 a.m.) will not be eligible to participate in any extra-curricular activity that night, including:

- Boys and girls athletic teams
- Dances, meetings, clubs, organizations
- School plays, concerts, musicals
- Other school sponsored activities

Exceptions to the above stated procedure include:

- 1) A doctor's appointment and student returns with a note from that office;
- 2) A dental appointment and student returns with a note from that office;
- 3) Driver training appointment for permit/license testing with office pre-approval;

4) Other circumstances must be pre-arranged by the principal.

Any student who is late to class shall be disciplined by the teacher.

Students who are excessively late shall be disciplined according to the Student Code of Conduct.

Vacations During the School Year

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements and fill out the vacation form. It may be possible for the student to receive certain assignments that may be completed during the trip.

Excused Absence from Physical Participation

A note from a parent(s) also signed by the principal is to be presented to the physical education instructor prior to class in order to be excused from participating in P.E. class. A parent note will excuse no more than one (1) day, unless the parent has contacted the instructor to discuss the matter and arrangements have been mutually agreed upon. A doctor's excuse for an extended absence from P.E. participation may also be submitted.

This policy serves as a deterrent to students who may look for reasons to avoid physical education because they do not want to participate. Student participation will provide both academic and physical health benefits. Student refusal to participate will result in an office referral and appropriate disciplinary action taken.

Work Permits

Students desiring a work permit may obtain one in the main office. Students should first obtain the job then request the forms from the office. Once the forms are completely filled out by the employer and the student, the work permit may be issued. Students should also know that tardies and absences will be placed on your work permit applications. Excessive tardies or absences could affect your hiring. Failure to maintain passing grades or adequate attendance may result in the work permit being revoked by the Superintendent or the Superintendent's designee.

CODE OF CONDUCT

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to modify the student's behavior and/or discipline a student when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Positive Behavior Intervention Supports

The goal of PBIS is to have staff be consistent, positive, and safe. Students will be taught the expectations of their school day and will follow the "BARK" attributes (Behavior/Attitude/Responsibility/Kindness). When a student follows the expectations and attributes the student will be rewarded for their behaviors. The district will utilize PBIS Rewards as a platform for rewarding students' expected behaviors.

At Crestline High School, the main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors. Through PBIS we will work to create and maintain a positive, productive, and safe environment in which ALL school community members (administration, faculty/staff, parents and students) have clear expectations and understandings of their role in the educational process.

Proactive Approach to School-Wide Discipline

This school-wide system of supporting positive behavior focuses on a team-based system approach and teaching appropriate behavior to all students in the school. The goal of PBIS at Crestline High School is to accomplish the following:

1. Behavioral Expectations Are Clearly Defined. Behavioral expectations are clearly defined in the positive, simple rules, in the Code of Conduct:

- a. Behavior** – Students behave in a respectful manner to all school staff and peers
- b. Attitude** – Students will do their best to maintain a positive attitude
- c. Responsibility** – Students are independent and are accountable for their actions
- d. Kindness** – Students are kind and compassionate towards others.

2. Behavior Expectations are Taught

The behavioral expectations are taught to all students at the beginning of the school year and throughout the year as needed. Teaching staff is provided with behavioral lesson plans designed to help “teach” students the expected behaviors. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given the opportunity to practice the “right way” until they demonstrate fluent performance.

3. Appropriate Behaviors are Acknowledged

Once appropriate behaviors have been taught, they need to be acknowledged on a regular basis. Through PBIS we have designed a formal system, called PBIS Rewards for faculty/staff to consistently recognize and reward students who demonstrate expected behaviors.

4. Behavioral Errors are Corrected Proactively and are recorded

Students, faculty/staff, and administrators will be able to predict what will occur when behavioral errors are identified. PBIS Rewards is used to document and record incidents managed by staff and office. The Student Behavior Management Flowchart is used to help faculty/staff distinguish major from minor behavioral incidents and when to document these behaviors (classroom or office managed behavior).

5. Decisions About Behavior Management is Data Based.

One of the most important features of PBIS is the use of a data management system to track discipline incidents. The data will be used by the PBIS Team to help determine the type of incidents that are occurring, where, when, and who is involved. The data will eliminate the guesswork from the decision making process about what is and what is not working in the school's behavior management system. Data reports can enable administration to devote resources and time to the precise people, place, and school day period that need them.

Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all student in the class; and
- B. all students in the class the opportunity to learn.

Dress and Grooming

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. See page 43 for the district dress code.

Gangs

Gangs that initiate, advocate, or promote activities that threaten the safety or well being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership, or causing and/or participating in activities that are designed to intimidate another student, will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the Principal.

Care of Property

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry, personal electronic devices, or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or their parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

BULLYING, HARASSMENT, AND INTIMIDATION

A complete recitation of the Board adopted policy on Bullying, Harassment, and Intimidation may be found here:

<http://go.boarddocs.com/oh/cre/Board.nsf/goto?open&id=AUMLND4E12BF>

TITLE IX SEXUAL HARASSMENT

A complete recitation of the Board adopted policy on Nondiscrimination On The Basis of Sex In Education Programs or Activies may be found here:

<http://go.boarddocs.com/oh/cre/Board.nsf/goto?open&id=C4JG4P41FCBA>

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension, and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials, as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Crestline Exempted Village School District Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited conduct takes place while on property immediately adjacent to school property, within the line of sight of school property, on school transportation, or off of property owned or controlled by the district, but that is connected to an activity that occurred on property owned or controlled by the district, and misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or that affects the operation of the schools.

Students may be subject to discipline for their misconduct, even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Students aiding or abetting another student in the commission of any school violation may receive a penalty equal to the violation or attempted violation.

Misconduct is defined as any violation of the Student Discipline Code.

A major component of the educational program at the Crestline Exempted Village School District is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

I. MINOR VIOLATIONS

1. **Insubordination and Disrespect:**

A student is insubordinate when failing to comply with directions of teachers or other authorized school personnel during any period of time when the student is under the authority of school personnel. A student is disrespectful when "talking back" to, arguing or making disrespectful comments directed at staff members or about staff members.

2. **Tardiness:**

A student is tardy when failing to report at a prescribed time and place.

3. **Class cutting:**

A student cuts a class when they fail to report to a class or assignment.

4. **Truancy:**

A student is truant when absent from school without school authorization and parent consent. A student may not leave school property during school hours without the permission of their building principal or the principal's designee. Penalties for unexcused absences shall range from detention to a referral to court and/or the court's revocation of the student's driver's license.

5. **Loitering:**

A student is loitering when standing, sitting, or a delay in moving through areas of the building or on school grounds in a way that may cause disruption of some activity or function.

6. **Minor violations of bus conduct requirements:**

Defined as activities which pose or tend to pose a danger to the safety operation of a school bus, including but not limited to failing to remain seated, throwing objects at passengers or the driver, and shouting or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention. Note that a student engaging in any conduct on a school bus which is and of itself would violate a Section II or III of this Code of Conduct may be subject to out-of-school suspension or expulsion for that conduct.

7. Motor vehicle offenses:

All unauthorized operation of a motor vehicle on school property and moving and nonmoving violations are prohibited. Driving on school property in such a manner as to endanger persons or property is prohibited.

8. Distribution of unauthorized materials:

A student shall not distribute any materials without administrative approval in school or at school-related activities. Distribution of materials that meet the description of “abusive, harassing, and/or disrespectful behavior” in Section III may result in an out-of-school suspension or expulsion for the first violation.

9. Student dress code

The school recognizes that the primary responsibility for a student’s dress and grooming rests with the parents. The dress code policy is established according to the following guidelines:

1. To help students to understand the need to respect standards of society

2. To ensure that clothing worn by students is free of safety hazards

- In general, dress and grooming should be appropriate for school. It should at all times, be governed by safety, good sense, good taste, cleanliness, and be non-disruptive to the scheduled daily routine.
- All clothing should be clean and properly fitted.
- Hair must be kept neat and clean, and worn in a manner that doesn’t present a danger or disruption to the class

Special Days

- Students may wear their team shirts on game days unless their coaches would prefer they wear dress clothes. Jerseys that are see through or have no sleeves must have a shirt worn underneath.
- All students must be in dress code, unless an approved spirit day/week is in effect.

Students who are representing Crestline at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

For ALL Students:

Shirts

- Excessively low cut shirts will not be permitted - All clothing must overlap when sitting, bending, and standing
- No plunging necklines
- “Sheer,” “see-through,” or “fishnet,” blouses or tube tops are prohibited
- No bare midriffs are permitted
- No “muscle shirts,” “tank tops,” “cut-off shirts”
- All shirt straps or sleeves should extend to the edge of the shoulder
- There should be no visible “cleavage”, bare chest, stomach or back showing

Pants/Shorts/Dresses/Skirts

- Pants/shorts must be worn at the waist area. The waist area is defined as the area above the hips and immediately below the ribs. Sagging pants/shorts must be belted and worn at the waist area.
- Ripped jeans will be permitted
 - No exposed skin above the knee
 - Distressed holes are okay, as long as there is no exposed skin above the knee
 - No large gaping holes (if a foot could fit through it) in jeans, front or back, are permitted
- Joggers of appropriate fit and length may be worn
- No excessively tight or baggy sweatpants - must be appropriate fit
- Students who wear jeggings/yoga pants/leggings/ must also wear a dress or a longer shirt that comes to mid thigh
- Pajamas or lounge/pajama pants are not to be worn to school, except on special school spirit days
- Dresses and skirts need to be loose fitting and at least mid-thigh length, when standing and sitting
- Shorts should be loose fitting and at least mid-thigh length, when standing and sitting
- Students must wear adequate underclothing that is not visible.

Footwear

- Students must wear some type of shoe that covers the entire foot
 - Students must wear gym shoes for gym class.
 - “Heelie” or tennis shoes with drop down roller skates, or other types of shoes with skates are not permitted in the building at any time.
- Shoes must be worn at all times
- No Crocs, open toed shoes, flip-flops, sandals, or slippers
- No cleats may be worn in the building at anytime

Accessories & Outerwear

- Hats or head coverings, sweatbands, or the hood of a hooded sweatshirt may not be worn during the school day, except on special spirit days, when announced
- Sunglasses are prohibited within the building
- Coats, except Letterman Jackets, may not be worn or carried to class and must be stored in the locker
- No blankets allowed to be used during the school day.
- Chains or spiked jewelry will not be permitted to be worn to school.
- Obscene or suggestive tattoos or patches, pictures, and words on clothing are prohibited. Students shall not wear or exhibit clothing, buttons, etc., which suggest drugs, alcohol, tobacco, sexual content or weapons. No student shall display racial/hate epithets at school or any school activity.
- Any dress/appearances deemed inappropriate, distracting, or in poor taste by administration shall be prohibited.
 - **The principal or assistant principal retains the right to alter the dress code at any time for any individual or for the school in general. The decision regarding any pieces of clothing, hairstyle, or jewelry is an individual judgment of the principal or assistant principal.**

10. Electronic devices/cellular telephones:
The use of electronic devices (including, but not limited to iPad, iPod, cellular watches, laptops, and other personal devices) may be used in selected instructional activities as determined by instructional staff. Electronic devices will not be used in the instructional setting (including study halls) without prior permission from the supervisory staff. ALL CELLULAR DEVICES INCLUDING WATCHES MUST BE PLACED IN LOCKERS AND TURNED OFF DURING SCHOOL HOURS. Headphones and/or earbuds are only permitted to be used in the classroom with consent of the teacher. The misuse of these devices will result in disciplinary action, including but not limited to, the forfeiture of future use of these devices in instructional activities. Any electronic equipment, owned by Crestline Exempted Village School District or personally by the student/staff member, will be operated under the guidelines of this AUP.
- Using a cell phone or other electronic device to film/record/take pictures of any documents, students or staff members is strictly prohibited.
- Use of a wireless communication device is strictly prohibited in restrooms, locker rooms, offices, and other locations not specifically permitted.
- Students in grades 6-12 may not post to social networking websites on school property from the hours of 7:25 AM to 2:20 PM.
11. Failure to complete detention/Thursday School:
If a student fails to serve an assigned detention, they will be issued a Thursday School. If a student fails to serve a Thursday School, they will be reassigned to another Thursday School and assigned to In-School Discipline.
12. In halls without permission or misuse of a hall pass:
A student shall not be in the halls without permission or without a hall pass in buildings where hall passes are used. A student shall not transfer a hall pass to another student or misuse a hall pass.
13. Minor disruption and/or removal from class:
A student will be expected to demonstrate positive behaviors that are conducive to a good learning environment in their assigned classes. Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved. Note that serious disruption rising to the level described as “abusive, harassing, and/or disrespectful behavior” in Section III may result in out-of-school suspension or expulsion in the first instance.
14. Leaving the building without permission:
Once a student arrives on school property, the student may not leave the school property or assigned area before the specified dismissal time except with the consent from the Attendance Office or an administrator.
15. Use of inappropriate language:
A student shall not use inappropriate language in speech, writing, or gesture. Note that language or gestures that meet the description of “abusive, harassing, and/or disrespectful behavior” as described in Section III may subject a student to suspension or expulsion for the first violation.
16. Inappropriate display of affection:
A student will not display affection in such a manner as to prove embarrassing to themselves, other students, staff members, or visitors.
17. Other misconduct:
Any misconduct which is contrary to the school’s educational mission is prohibited. This includes, but is not limited to assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. Any student assisting other students in violation of school rules is subject to disciplinary action as deemed appropriate by the designated school official.

II. MISCONDUCT FOR WHICH SUSPENSIONS MAY BE IMPOSED

18. Tobacco:
Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapes", other substitute forms of cigarettes, or clove cigarettes is also prohibited. All confiscated devices will be tested for the presence of drugs by a designated school official.
19. Gambling:
A student shall not participate in games of chance for stakes, bookmaking, wagering, or any other form of gambling.
20. Honor violations:
A student shall not be involved in activities including but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery or falsification of information including refusing to give proper identification or giving false information to a staff or substitute staff member.
21. Injurious behavior:
A student will not act in a manner that injures or potentially injures another person, such as, but not limited to, throwing objects, propelling objects, pranks, etc.
22. Violating acceptable use policy:
A student shall not use school-owned computers in a manner that violates the school's Acceptable Use Policy.
23. Trespassing/Burglary:
A student shall not enter upon school grounds or premises of a school building to which the student is not assigned, except with the expressed permission of the school principal of that building. A student is not permitted to enter upon the grounds or premises of any Board of Education facility when the student has been placed on suspension, expulsion, or removal without the express permission of the building principal. A student is not permitted in the school building at such times as the building is closed. Burglary is defined as entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.
24. Disobedience to authorized staff person:
A student shall not be disobedient to a directive from an authorized staff person at any time, including refusing to leave any area of the building or grounds when directed to, refusal to leave school building or grounds after an emergency removal, or refusal to return to in-school discipline to fulfill their assignment.
25. Misuse of facilities and equipment/Unauthorized use of school property or private property:
A student shall not use school facilities and/or equipment for uses other than those which were intended. Restitution for costs for repair or replacement will be part of the disciplinary action. Students must obtain permission to use any school property or any private property located on school premises Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.
26. Commission of any of the acts of misconduct specified in Section III:
Violating any of codes 29-48 of this policy, dealing with grounds for expulsion.
27. Failure to complete minor disciplinary sanction:
A student who fails to complete an assigned minor disciplinary sanction, such as Thursday School, in-school discipline, or an alternative school assignment will be subject to suspension.
28. Repeated minor violations:
Two or more minor violations (as specified in Section I of this Code of Conduct) from the same or different categories or a single course of conduct consisting of two or more minor violations may result in an out-of-school suspension. Some minor violations will result in an out-of-school suspension upon the first offense, while others will result in an out-of-school suspension after several repetitions.

III. **MISCONDUCT FOR WHICH EXPULSIONS MAY BE IMPOSED**

29. **Abusive, harassing, and/or disrespectful behavior:** A student shall not engage in any obscene, abusive, profane, or degrading gestures or expressions; racial, ethnic, religious, prejudicial or disrespectful actions; harassment of any kind (including but not limited to sexual, race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity) to any individual or group; or intimidation and/or threats to an individual or group. A student shall not publish or distribute materials meeting this description.
30. **Vandalism:**
A student shall not damage or attempt to damage school property or private property of students, teachers, or other persons either on school grounds or during a school-sponsored or related activity, function, or event off school grounds. Restitution of damages will be part of the disciplinary action.
31. **Fireworks and explosives:**
A student shall not possess, use, threaten use of, handle, transport, sell, conceal, ignite, or explode fireworks/explosives of any kind.
32. **Assault:**
A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another, regardless of whether it causes injury. Acts of harassment and hazing are considered assault as well and will not be tolerated. These acts also include, but are not limited to, verbal threats &/or threats made via texting, messaging, or other forms of electronic communication.
33. **Fighting:**
A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person. Fighting includes engaging in physical (i.e., pushing, shoving, slapping, kicking, etc.), verbally abusive or provocative activities (to provoke, anger or stir up) or any conduct toward another person that could lead to harm to another person or bystander. These acts also include, but are not limited to, verbal threats &/or threats made via texting, messaging, or other forms of electronic communication.
34. **Weapons and Dangerous Instruments:**
A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring himself or others. This includes but is not limited to fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including firearms, knives and objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm. A student shall not possess live ammunition on school property. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry. Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
35. **Involvement with alcoholic beverages:**
A student shall not possess, transmit, buy, sell, conceal, use, distribute or be under the influence, or smell of any alcoholic beverage, at any time the student is subject to the authority of the school. Use of an alcoholic beverage shall be determined by the professional staff and may include, but not be limited to, detection on the breath of the student, regardless of where the alcoholic beverage may have been consumed. A student shall not consume any alcoholic beverage before arrival at school or a school sponsored or related event or activity.
36. **Involvement with drugs and drug paraphernalia:**
A student shall not possess, use, transmit, buy, sell, offer to sell, distribute or conceal any of the drugs defined as a "drug of abuse" in Ohio Revised Code Section 3719.011 or possess, use, transmit, buy, sell, or conceal any of the drugs defined as "Counterfeit Controlled Substance" in Ohio Revised Code Section 2925.01 or be under the influence of any such drugs. Nor shall the student possess, use, transmit, buy, sell, offer to sell, distribute or conceal any drug related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include but are not limited to, narcotic drugs, "look alike" drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine or derivatives, glue, or other substances that could modify behavior, electronic smoking devices (including but not limited to JUULS) that contain THC/CBD oils and/or waxes. A student shall not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. However, no student may self-administer any medication, including nonprescription medication (aspirin, ibuprofen, etc.) except prescribed asthma inhalers. A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms of physical conditions that may be related to drug usage shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to

school as soon as possible. Based on his professional judgment, the administrator may send the student home in the custody of his parents. All confiscated devices will be tested for the presence of drugs by a designated school official.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, they may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, they will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

37. Theft of school or private property/possession of stolen property:
A student shall not take, attempt to take or be in the possession of School District or private property, without consent of the School District or the individual. The School District is not responsible for personal property.
38. Arson/attempted arson/possession of incendiary device:
A student shall not attempt to or act to set a fire on school property. A student shall not attempt or burn any items on school property or school functions. A student shall not possess or use any incendiary device on school property or school function.
39. Disruption of school:
A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause or urge other students to cause, attempt or threaten to cause disruption or obstruction of any lawful mission, process or function of the school. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.
40. Extortion/Shakedown/Strong-Arm:
A student shall not engage in any act, verbal, written, or physical, to secure or attempt to secure money or property.
41. Making false fire alarms and bomb threats:
A student shall not, through written, electronic, or verbal means, disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants by means of false alarms and/or bomb threats.
42. Violation of local, state, or federal laws/Violent Conduct:
A student shall not violate federal or state statutes, rules or regulations on school premises or at school activities, including but not limited to required immunizations. Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) is prohibited and may subject the offender to expulsion of up to one (1) year. Violation of criminal laws will also result in referral of the student for criminal prosecution or to juvenile court.
43. Hazing:
A student shall not participate in hazing or other degrading or disgraceful acts. Hazing of any kind, including but not limited to race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity, is prohibited.
44. Violation of Board of Education policies or School rules and regulations:
Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

Such policies and rules and regulations will be posted in school bulletin boards and/or printed in the student handbook. Students are responsible for becoming familiar with those items.

45. Sexual harassment/bullying:
The harassment and/or bullying of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. A student engaging in such conduct will be subject to disciplinary action. Some prohibited acts that constitute sexual harassment may include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical assault;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestions or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment; "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging.
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, remarks about one's own sexual activities or sexual history; and
- I. consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Harassment, intimidation, or bullying behavior by any student/school personnel in the Crestline Exempted Village School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, or bullying, in accordance with House Bill 276 and House Bill 116, means any intentional written, verbal, graphic or physical act including on-campus or off-campus cyberbullying (electronically transmitted acts i.e., Internet, cell phone, or wireless hand-held device), either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, via "Cyber-bullying", at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A: "Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,**
- B: Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel."**
- C: Violence within a dating relationship. "Dating violence" is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's dating partner. A "dating partner" is "any person, regardless of gender, involved in an intimate relationship with another [person] primarily characterized by the expectation of affectionate involvement whether, casual, serious or long term."**

Any student who believes that he or she is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the building principal or other administrator whom the student feels comfortable or fill out the written reporting form located in the school offices. Anonymous reports may be submitted to the appropriate building administrator. Administration, guidance staff and teaching staff will develop strategies with student victims, witnesses, and third party reporters to prevent retaliation for reporting incidents of bullying, harassment and intimidation. Such incidents of retaliation may result in disciplinary action, including suspension or expulsion from school, or legal action. Students who provide false reports of harassment, intimidation, or bullying, may face disciplinary action, including suspension or expulsion from school, or legal action.

46. Failure to provide evidence/providing false information/lying:
A student is expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation of the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. A student shall not give, or assist in giving false or fictitious accounts to any school official, police official, fire official, or any other person acting in an official or lawful capacity.
47. Sexual conduct/Possession of sexually explicit materials:
A student is not permitted to engage in sexual conduct or contact while on school premises, at any school-sponsored event, or otherwise under school authority. A student may not possess sexually explicit materials on school property.
48. Repeated or continued violation of minor school conduct rules or rules for which suspension may be imposed:
If, after an out-of-school suspension, a student continues to violate the minor school conduct rules, expulsion may result as the next step. Additionally, a student who has been suspended may be expelled for new suspendable conduct after having served an out-of-school suspension.

LEGAL REFS: O.R.C. §3313.661,3313.666

NOTE: Any other action that is not stated above, but judged by school administration to cause a disruption to the normal process of the school day will be dealt with accordingly.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the School. It includes:

- writing assignments;
- change of seating or location;
- pre-school, lunch-time, after-school detention;
- in-school discipline;
- Thursday school;
- Community/School Service.

Building administration may also refuse participation in extracurricular activities such as Prom, Homecoming, dances, athletic events, spirit or class activities, or nonacademic field trips to any student who has been formally disciplined, is chronically or repeatedly absent or tardy, and/or is not meeting minimum academic standards.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and the student's parents one (1) day's notice. The student or their parents are responsible for transportation.

Guidelines for the Operation of Thursday School

1. Unacceptable behavior will not be tolerated. If you are unable to follow these rules and the directions of the Thursday School Teacher, you will be suspended for one day out-of-school.
2. Students need to report to the monitor's room by 2:30 pm.
3. Students must sign in and must have enough work to do to keep them busy for the full two and a half (2 ½) -hour session.
4. Students must be in assigned seat by 2:30 p.m. Students arriving after 2:30pm. (unless they have a note from a teacher or administrator) are considered tardy, and will face additional school discipline.
5. Students are not allowed to consume food or beverages in Thursday School.
6. Students must stay busy at all times. Busy means actively writing, reading, or using the computer.
7. Sleeping and/or putting your head down is not permitted.
8. Personal data devices such as iPads, Smart Watches, earbuds, cell phones, or laptops are not permitted unless they are school issued, and used for schoolwork.
9. No computer games, card games, or electronic games.
10. Students' use of cell phones is prohibited for any reason. Silence them, turn them off, and put them away.
11. All work being done in Thursday School must be checked by the Thursday School Teacher.
12. No talking at any time.
13. If you need something, raise your hand to be acknowledged.
14. Restroom use is at the discretion of the Thursday School Teacher. Ask to go only in case of an emergency. Students will use the nearest restroom, and will be excused for no longer than 5 minutes.
15. Thursday School Teacher will check where you sit to make sure you have left it neat and clean.
16. District transportation services are not provided for students attending Thursday School. It is the parent/guardian's responsibility to arrange transportation from the school by 5:00pm.

In-School Discipline

In school discipline is an alternative to out-of-school suspension that is assigned to a student by a building administrator. Students will be assigned to in-school discipline when a student's behavior is not consistent with the educational process. Students are required to attend in-school discipline. Student absences will count against their attendance. Student work completed in in-school discipline will be counted toward their class grade. Students must complete all assigned days and must make-up all absences occurring during the placement.

Guidelines for the Operation of In-School Discipline

All students will sign and read the "In-school discipline success guidelines" when they are assigned ISD, these guidelines state the expectations to be followed. This form will be given to the student to take home and is expected to be returned with a parent signature before the student serves the ISD. This will ensure the students and parents know the expectations ahead of time, and also the parent or guardian will be aware the student is scheduled for ISD. If the student does not return the form the following day signed by the parent, this will result in additional disciplinary action.

- Students in ISD must also follow regular school rules and dress code.
- Students in ISD must report to the office after the first breakfast bell rings, the ISD aide will escort them to their lockers/classrooms to collect all materials for the day.

- Students will fill out the “ISD reflection form” which will be added to their file, and a copy sent home to parents.
- There will be no more than two restroom breaks before or after lunch. (totalling 4 a day maximum) these restroom breaks will be to the restroom right outside the media room, in the middle school hallway.
- There will be no talking, snacks, extras at lunch, music, tipping in chairs, computer games or Youtube, sleeping and/or putting your head down. This will result in a write up and additional time in ISD or OSS.
- While serving ISD, lunch will be eaten from 10:42-11:12am. Students serving ISD will sit at an area designated by the adults on lunch duty, and they will be called last for the lunch line as well as receiving a “no card” lunch. There will be no talking or horse play.
- All students will be released when the 2:20 pm bell rings.
- If a student is repeatedly assigned ISD this may result in a loss of athletic and non-athletic extracurricular activities.
- If a student on the elementary side needs to be assigned ISD there will be a designated day of the week for elementary students, keeping the High schoolers separate from the elementary students.
- If a student has nothing to do, (has finished work and has no missing assignments, and if the only student in ISD) community service on district grounds may be imposed.
- If a student refuses to follow the success guidelines in ISD, they will serve the next day OSS.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student’s attitude and behavior that contributed to the incident that gave rise to the student’s expulsion. The Superintendent at the Superintendent’s discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond. Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules. If a student commits a crime while under the School’s jurisdiction, the student may be subject to school disciplinary action as well as action through local law enforcement.

Due Process Rights

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the administrator in charge or their designee will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within five (5) days after receipt of the suspension notice, to the Board’s designee. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or the student's representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, Principal, or Assistant Principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, Assistant Principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

Students in Grades Pre-K through Three (3)

A student in any of grades pre-kindergarten through three (3) may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extracurricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through three (3) is removed and returned to their curricular and extracurricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of same).

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or the student's parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by their parents, legal counsel, and/or by a person of the student's choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas. Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of the student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Early College Credit Program at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons on school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs on school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, or when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA), and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal, Assistant Principal, or other administrator will decide whether or not to suspend the student's bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified, in writing within one (1) day, of the reason for the suspension and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or a student's 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. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras and/or other devices 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.

INTERROGATION OF STUDENTS

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

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

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

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent/guardian unless the investigating agency suspects the parent/guardian is the perpetrator.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

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

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

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal at least one full school day prior to display.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO/FROM SCHOOL

The School provides transportation for all students who live farther than 2 miles from school. The transportation schedule and routes are available by contacting the District Transportation Director.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason, except as approved by an Administrator.

The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the Principal stating the reason for the request and the duration of the requested change.

Any middle school/high school student who needs to ride an elementary school bus route home from school must turn in the pre-approval form and get it signed by an administrator no later than 9:00am the day of. Permission to do this will only be given if the proper steps are followed, the student can conduct themselves in a respectful manner on the bus, and the bus has room to accommodate the extra student.

BUS CONDUCT

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove, or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;

- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to, emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

VIDEO RECORDINGS ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

- Students under age eighteen (18) must have written parent permission prior to driving to school.
- Students and their parents shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles on School Property and provide evidence of:
 - driver's license;
 - insurance certificate; and
 - vehicle registration.
- Students are required to obey the parking lot speed limit of ten (10) mph.
- The student must obtain a permit from the high school office and pay a fee of ten dollars (\$10) for the permit and pay a replacement fee of five dollars (\$5) for a lost or damaged parking permit
- If a student's parking permit is suspended, no fees will be refunded.
- Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

- When the School provides transportation, students shall not drive to school-sponsored activities unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 Parental Authorization and Release From Liability Form – which is approved by the Principal.
- An approved student driver may not transport other students to a school sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the Principal.
- All vehicles entering school property are subject to search and inspection.

The student parking area will be the parking lot behind the high school. Students are to park in assigned parking spaces – front spaces are reserved for subs, faculty and staff. No student will be permitted to park in the parking spaces in the front of school property without permission from the Principal.

Any bumper stickers, signs, flags, etc. deemed obscene or inappropriate, or in violation of any other section of this handbook may be subject to disciplinary action.

USE OF MOTORIZED UTILITY VEHICLES

Because of the clear and present danger of accident, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes, per Policy 5515.01 – Safe Operation of Motorized Utility Vehicles by Students

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook:

- Title VI, IX, 504 Grievance Form 2260 F1
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F2
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a
- Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3
- Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-borne Pathogens Form 8453.01 F5
- Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1
- Application To Drive Vehicles On School Property Form 5515F1
- Parental Authorization and Release From Liability Form 5515 F2
- Request that Directory Information Not Be Released to Recruiters Without Prior Written Consent Form 8330 F13
- Parent Permission for the District to Communicate About a Student with the Parent Via Facsimile and/or E-mail Form 8330F4a